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New
Perspectives

Microsoft® 365®
& Office®

Introductory

Campbell • Carey • Ruffolo
Shaffer • Shellman • Vodnik

First
Edition

New
Perspectives

Microsoft® 365®
& Office®

First Edition

Introductory

Jennifer T. Campbell

Patrick Carey

Lisa Ruffolo

Ann Shaffer

Mark Shellman

Sasha Vodnik

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Australia • Brazil • Canada • Mexico • Singapore • United Kingdom • United States

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New Perspectives Microsoft® 365® & Office®
Introductory, **First Edition**

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Preface for New Perspectives Series Microsoft 365 and Office

About the Authors

Access: Dr. Mark Shellman is an instructor and chair of the Information Technology Department at Gaston College in Dallas, North Carolina. Dr. Mark, as his students call him, prides himself on being student-centered and loves learning himself. His favorite subjects in the information technology realm include databases and programming languages. Dr. Mark has been teaching for more than 30 years and has co-authored several texts in the New Perspective series on Microsoft® Office 365 & Access® along with a textbook on Structured Query Language.

Excel: A leading textbook author, lecturer, and instructor, Patrick Carey has authored or co-authored more than 40 popular educational and trade texts for the academic market. He has taught and written about a wide range of topics, including website design, JavaScript programming, Microsoft Office and Excel, statistics, data analysis, and mathematics. Mr. Carey received his M.S. in biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. Today, he splits his time between Wisconsin and Colorado, and when he is not writing, he can be found hiking and cycling.

PowerPoint: Jennifer T. Campbell has written and co-authored several leading technology texts, including *New Perspectives on Microsoft® PowerPoint 365*, *Technology for Success*; *Discovering Computers: Digital Technology, Data, and Devices*; *Discovering the Internet; Web Design: Introductory*; and many others. For over 25 years, she has served integral roles in computer educational publishing as an editor, author, and marketing manager. She holds a B.A. in English from The College of William and Mary.

Word: Ann Shaffer is the author of *New Perspectives on Microsoft® Word 365* and has contributed to many other Cengage publications. She has more than 30 years of experience as a developmental editor and co-author of books, journal articles, and multimedia in a variety of fields, including computer science, mathematics, history, engineering, and social sciences. She holds a master's degree in English from the University of Wisconsin-Madison.

Preface for the Instructor

The New Perspectives series' unique in-depth, case-based approach helps students apply Microsoft Office skills to real-world business scenarios based on market insights while reinforcing critical thinking and problem solving abilities. Professional tips and insights are incorporated throughout, and ProSkills boxes help students strengthen their employability. Module learning objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, preparing students to take the MOS exam, which they can leverage in their career. MindTap and updated SAM (Skills Assessment Manager) online resources are also available to guide additional study and ensure successful results.

New Perspectives is designed primarily for students at four-year schools. It can also be used at two-year schools and in continuing education programs. The New Perspectives series is comprised of three parts: introductory, intermediate, and advanced. The series offers a comprehensive title that includes the four main Microsoft applications (Word, Excel, PowerPoint, and Access) at the introductory level. The MindTap Collection includes additional module coverage, including Outlook, Operating Systems, and Teams.

Market research is conducted semi-annually with both current Cengage users and those who use other learning materials. The focus of our market research is to gain insights into the user experience and overall learner needs so we can continuously evolve our content to exceed user expectations. We survey hundreds of instructors to ensure we gather insights from a large and varied demographic.

New to This Edition

Access: New features in the Access Collection include updated, real-world scenarios from a variety of industries that illustrate the relevance of Access databases in today's businesses. Completely updated projects use gapped Start and Solution files to ensure students use new, authentic files for each project from one module to the next.

Excel: With the thoroughly updated coverage in the Excel Collection, students learn both long-standing Excel functions and tools as well as the most recent innovations. New Microsoft® Excel 365® features include dynamic arrays and dynamic array functions such as the FILTER, SORT, SORTBY, and UNIQUE functions. This edition also introduces LAMBDA and LET for generating custom functions and function variables, Excel data types, and the Analyze Data tool for spotting trends and gaining insight into data.

PowerPoint: The PowerPoint Collection introduces the new commenting experience, which lets users display comments in contextual view or in the Comments pane. The comment anchor helps reviewers identify specific slide elements with comments and place the comment bubble anywhere on the slide. With the revised search feature, users can enter a word or phrase in the Search box to find the definition. Microsoft Search also provides support articles to help perform tasks.

Word: New features in the Word Collection include the enhanced Accessibility Checker, which identifies potential accessibility issues and presents suggestions to make documents more inclusive. The Word Collection also introduces Focus mode, the updated collaboration experience, Microsoft's expanded search tool, and voice options. The Immersive Reader is covered, as is the ability to create a private document copy and use Word's screen reader.

Organization of the Text

New Perspectives Microsoft 365 & Office, First Edition is a comprehensive introduction to Microsoft applications—Word, Excel, PowerPoint, and Access—and is well-suited for business programs. Each application is divided into modules within the three levels—introductory, intermediate, and advanced. Each module introduces a topic through an engaging real-world case scenario and presents content that aligns directly with the learning objectives listed at the beginning of the module. Skills are taught progressively to encourage student learning and advancement to proficiency. After completing each part in the module, students verify their understanding by answering Quick Check questions. End-of-module activities range from applying skills to working independently as they explore new features and solutions. All the activities are based on real-life scenarios from the top industries for each application and provide students with opportunities to engage in higher-level thinking and increase their confidence in their abilities.

Features of the Text

The features of the text, which are found consistently throughout all modules, are designed to aid the student in a specific way.

The projects present authentic case scenarios, which are focused on employability and based on research and data.

The Visual Overview is a screenshot of the application and spans a two-page spread at the start of each part in the module. It serves as a preview of the part content and a study tool for later reference. Callouts in the image align to the learning objectives for the module.

Part 2.1 Visual Overview:
The Navigation Pane and Styles

Heading levels organize topics within a module. Step-by-step task sequences provide numbered steps that guide students to complete the case project.

Step-by-step sequences include the following features:

Key Steps draw attention to a particular step that students must complete accurately to avoid real difficulty later on. The Key Step text reminds students how to perform the step correctly.

To center-align the text:

1. Make sure the Home tab is still selected, and press **CTRL+A** to select the entire document.

    Key Step Use CTRL+A to select the entire document, instead of dragging the pointer. It's easy to miss part of the document when you drag the pointer.

Tips are additional pieces of information to enhance learning and provide further explanation about a specific topic or an alternative way of performing a task.

---

4. In the Clipboard group, click the **Cut** button. The selected text is removed from the document and copied to the Clipboard. The space that originally appeared before the sentence remains, so you have to delete it.

Tip You can also press CTRL+X to cut selected text. Press CTRL+V to paste the most recently copied item.

Trouble? elements refer to a particular step and provide troubleshooting advice or information about avoiding common errors.

---

7. In the Clipboard group, click the **Paste** button. The sentence appears in the new location. Note that Word also inserts a space before the sentence. The Paste Options button appears near the newly inserted sentence.

Trouble? If a menu opens below the Paste button, you clicked the Paste arrow instead of the Paste button. Press ESC to close the menu, and then repeat Step 7, taking care not to click the arrow below the Paste button.

Other in-text pedagogical elements include the following:

Key terms appear in blue and bold text. In MindTap, the key terms appear as clickable text linked to their definitions.

The Navigation pane simplifies the process of moving through a document page by page. You can also use the Navigation pane to locate a particular word or phrase. You start by typing the text you're searching for—the **search text**—in the Search box at the top of the Navigation pane. As shown in the Part 2.1 Visual Overview, Word highlights every instance of the search text in the document. At the same time, a list of the **search results** appears in the Navigation pane. You can click a search result to go immediately to that location in the document.

InSight boxes give expert advice and best practices for using the software effectively and are included in explanatory paragraphs separate from the steps.

Insight

Searching for Formatting

You can search for formatting just as you can search for text. For example, you might want to check a document to look for text formatted in bold and the Arial font. To search for formatting from within the Navigation pane, click the Search for more things button to display the menu, and then click Advanced Find. The Find and Replace dialog box opens with the Find tab displayed. Click the More button, if necessary, to display the Search Options section of the Find tab. Click the Format button at the bottom of the Search Options section, click the category of formatting you want to look for (such as Font or Paragraph), and then select the formatting you want to find.

You can look for formatting that occurs only on specific text, or you can look for formatting that occurs anywhere in a document. If you're looking for text formatted in a certain way (such as all instances of "Moraine Mortgage" that are bold), enter the text in the Find what box, and then specify the formatting you're looking for. To find formatting on any text in a document, leave the Find what box empty, and then specify the formatting. Use the Find Next button to move through the document, from one instance of the specified formatting to another.

You can follow the same basic steps on the Replace tab to replace one type of formatting with another. First, click the Find what box and select the desired formatting. Then click the Replace with box and select the desired formatting. If you want, type search text and replacement text in the appropriate boxes. Then proceed as with any Find and Replace operation.

ProSkills boxes provide information about using the app in the context of the following professional skills: Written Communication, Decision Making, Verbal Communication, Teamwork, and Problem Solving.

Proskills

Written Communication: Acknowledging Your Sources

A research paper is a means for you to explore the available information about a subject and then present this information, along with your own understanding of the subject, in an organized and interesting way. Acknowledging all the sources of the information presented in your research paper is essential. If you fail to do this, you might be subject to charges of plagiarism, or trying to pass off someone else's thoughts as your own. Plagiarism is an extremely serious accusation for which you could suffer academic consequences ranging from failing an assignment to being expelled from school.

To ensure that you don't forget to cite a source, you should be careful about creating citations in your document as you type. In this module, you will insert citations into completed paragraphs as practice, but in real life you should insert citations as you type your document. It's easy to forget to go back and cite all your sources correctly after you've finished typing a research paper. Failing to cite a source could lead to accusations of plagiarism and all the consequences that entails. If you don't have the complete information about a source available when you are typing your paper, you should at least insert a placeholder citation. But take care to go back later and substitute complete citations for any placeholders.

Reference boxes provide a bulleted summary of steps for performing a task, which students can use as a future reference.

Reference

Finding and Replacing Text

- Press CTRL+HOME to move the insertion point to the beginning of the document.
- In the Editing group on the Home tab, click the Replace button, or in the Navigation pane, click the Search for more things button, and then click Replace.
- In the Find and Replace dialog box, click the More button, if necessary, to display the Search Options section of the Replace tab.
- In the Find what box, type the search text.
- In the Replace with box, type the replacement text.
- Select the appropriate check boxes in the Search Options section of the dialog box to narrow your search.
- Click the Find Next button.
- Click the Replace button to substitute the found text with the replacement text and find the next occurrence.
- Click the Replace All button to substitute all occurrences of the found text with the replacement text without reviewing each occurrence. Use this option only if you are absolutely certain that the results will be what you expect.

SAM Upload and Download icons are for SAM users. A SAM download icon appears next to any step where students download a data file to begin a SAM Project.

1. **sam** ⬇ On the Windows taskbar, click the **Start** button ⊞ . The Start menu opens.

A SAM upload icon appears next to any step where students submit a file to SAM for a completed SAM project.

4. Click anywhere in the document to deselect the numbered list.
5. **sam** ⬆ Save the document.

Course Solutions

Online Learning Platform: MindTap with SAM

The New Perspectives Series MindTap Collection, powered by SAM (Skills Assessment Manager), enables proficiency in Microsoft Office and computing concepts for your Introductory Computing courses. With a library of renowned course materials, including ready-to-assign, auto-graded learning modules, you can easily adapt your course to best prepare students for the evolving job market. In addition to an eReader that includes the full content of the printed book, the New Perspectives Collection, First Edition MindTap course includes the following:

- SAM Textbook Projects: Follow the steps and scenarios outlined in the textbook readings; enable students to complete projects based on a real-world scenario live in Microsoft Office applications and submit them in SAM for automatic grading and feedback.
- SAM Training and Exam: Trainings teach students to complete specific skills in a simulated Microsoft application environment while exams allow students to demonstrate their proficiency (also in a simulated environment).
- SAM Projects: Students complete projects based on real-world scenarios live in Microsoft applications and submit the projects in SAM for automatic grading and feedback. SAM offers several types of projects, each with a unique purpose: 1A and 1B, critical thinking, end of module, capstone, and integration.
- Microsoft Office Specialist (MOS) resources: Training and exams are based on the Microsoft Office 365 Objective Domains for the MOS Exam and exam simulation that replicates the test-taking environment of the MOS exam for Word, Excel, Access, PowerPoint, and Outlook.

To learn more, go to: https://www.cengage.com/mindtap-collections/

Ancillary Package

Additional instructor and student resources for this product are available online. Instructor assets include an Instructor Manual, an Educator Guide, PowerPoint® slides, a Guide to Teaching Online, Solution Files, a test bank powered by Cognero®, and a Transition Guide. Student assets include data files and a glossary. Sign up or sign in at **www.cengage.com** to search for and access this product and its online resources. The instructor and student companion sites contain ancillary material for the full New Perspectives Series Collection, along with instructions on how to find specific content within the companion site.

- Instructor Manual: This guide provides additional instructional material to assist in class preparation, including module objectives, module outlines, discussion questions, and additional activities and assignments. Each outline corresponds directly with the content in the module, and additional discussion questions and activities are aligned to headings in the book.
- Educator Guide: The MindTap Educator Guide contains a detailed outline of the corresponding MindTap course, including activity types and time on task. The SAM Educator Guide explains how to use SAM functionality to maximize your course.
- PowerPoint slides: The slides may be used to guide classroom presentations, to provide to students for module review, or to print as classroom handouts. The slides align closely with the book while activities and the self-assessment align with module learning objectives and supplement the content in the book.
- Guide to Teaching Online: This guide presents technological and pedagogical considerations and suggestions for teaching the Introductory Computing course when you can't be in the same room with students.

- Solution files: These files provide solutions to all textbook projects for instructors to use to grade student work.
  - Instructors using SAM do not need solution files since projects are auto-graded within SAM.
  - Solution files are provided on the instructor companion site for instructors *not* using SAM.
- Data files: These files are provided for students to complete the projects in each module.
  - Students using SAM to complete the projects download the required data files directly from SAM.
  - Students who are *not* using SAM to complete the projects can find data files on the student companion site and within MindTap.
- Test banks: A comprehensive test bank, offered in Cognero, Word, Blackboard, Moodle, Desire2Learn, Canvas, and SAM formats, contains questions aligned with each module's learning objectives and are written by subject matter experts. Powered by Cognero, Cengage Testing is a flexible, online system that allows you to author, edit, and manage test bank content from multiple Cengage solutions and to create multiple test versions that you can deliver from your LMS, your classroom, or wherever you want.
- Transition Guide: This guide highlights all the changes in the text and in the digital offerings from the previous edition to the current one so that instructors know what to expect.

Acknowledgments

Mark Shellman: I would first like to dedicate this text to the memory of my parents, Mickey and Shelba Shellman. No child has ever been more loved and supported in their life than I. I would also like to thank my wonderful wife Donna Sue, and my children, Taylor and Kimberly, for their support and patience during this project. All of you girls are my world! Last, but certainly not least, I would like to thank the entire development team of Amy Savino, Christina Nyren, and Lisa Ruffolo. Thank you all from the bottom of my heart for all of your support, caring, and patience during this project. It means more that you will ever know. You are truly the best!

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Getting to Know Microsoft Office Versions

Cengage is proud to bring you the next edition of Microsoft Office. This edition was designed to provide a robust learning experience that is not dependent upon a specific version of Office.

Microsoft supports several versions and editions of Office: (Refer to Table 1 below for more information)

- **Microsoft 365 (formerly known as Office 365):** A service that delivers the most up-to-date, feature-rich, modern Microsoft productivity applications direct to your device. There are several combinations of Microsoft 365 programs for business, educational, and personal use. Microsoft 365 is cloud-based, meaning it is stored, managed, and processed on a network of remote servers hosted on the Internet, rather than on local servers or personal computers. Microsoft 365 offers extra online storage and cloud-connected features, as well as updates with the latest features, fixes, and security updates. Microsoft 365 is purchased for a monthly subscription fee that keeps your software up to date with the latest features.

- **Office 2021:** The Microsoft "on-premises" version of the Office apps, available for both PCs and Macintosh computers, offered as a static, one-time purchase and outside of the subscription model. Unlike Microsoft 365, Office 2021 does not include online product updates with new features.

- **Microsoft 365 Online (formerly known as Office Online):** A free, simplified version of Microsoft web applications (Teams, Access, Word, Excel, PowerPoint, and OneNote) that lets users create and edit files collaboratively.

- **Office 365 Education:** A free subscription including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Only available for students and educators at select institutions.

Table 1 Microsoft Office applications — uses and availability

Application	Use	Availability/Editions
Word	Create documents and improve your writing with intelligent assistance features.	Microsoft 365 Family, Home, Business, Office 2021, Office 365 Education
Excel	Simplify complex data into easy-to-read spreadsheets.	Microsoft 365 Personal, Home, Business, Office 2021, Office 365 Education
PowerPoint	Create presentations that stand out.	Home, Business, Office 2021, Office 365 Education
OneNote	A digital notebook for all your note-taking needs.	Home, Office 365 Education
OneDrive	Save and share your files and photos wherever you are.	Home, Business
Outlook	Manage your email, calendar, tasks, and contacts all in one place.	Home, Business
SharePoint	Create team sites to share information, files, and resources.	Business
Publisher	Create polished, professional layouts without the hassle.	Home, Business, Office 2021 (PC only)
Access	Create your own database apps easily in formats that serve your business best.	Home, Business, Office 2021 (PC only)
Teams	Bring everyone together in one place to meet, chat, call, and collaborate.	Business, Office 365 Education
Exchange	Business-class email and calendaring.	Business

Over time, the Microsoft 365 cloud interface will continuously update using its web connection, offering new application features and functions, while Office 2021 will remain static.

Because Microsoft 365 releases updates continuously, your onscreen experience may differ from what you see in this product. For example, the more advanced features and functionalities covered in this product may not be available in Microsoft 365 Online, may have updated from what you see in Office 2021, or may be from a post-publication update of Microsoft 365.

For up-to-date information on the differences between Microsoft 365, Office 2021, and Microsoft 365 Online, please visit the Microsoft Support website.

Cengage is committed to providing high-quality learning solutions for you to gain the knowledge and skills that will empower you throughout your educational and professional careers.

Thank you for using our product, and we look forward to exploring the future of Microsoft Office with you!

Using SAM Projects and Textbook Projects

SAM (Skills Assessment Manager) **Projects** allow you to actively apply the skills you learned in Microsoft Word, Excel, PowerPoint, or Access. You can also submit your work to SAM for online grading. You can use SAM Projects to become a more productive student and use these skills throughout your career.

To complete SAM Textbook Projects, please follow these steps:

SAM Textbook Projects allow you to complete a project as you follow along with the steps in the textbook. As you read the module, look for icons that indicate when you should download **sam**⬇ your SAM Start file(s) and when to upload **sam**⬆ your solution file to SAM for grading.

Everything you need to complete this project is provided within SAM. You can launch the eBook directly from SAM, which will allow you to take notes, highlight, and create a custom study guide, or you can use a print textbook or your mobile app. Download IOS or Download Android.

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your learning management system.

1. Step 1:
   Download Files
   - Click the "Download All" button or the individual links to download your **Start File** and **Support File(s)** (when available). You must use the SAM Start file.
   - Click the Instructions link to launch the eBook (or use the print textbook or mobile app).
   - Disregard any steps in the textbook that ask you to create a new file or to use a file from a location outside of SAM.
   - Look for the SAM Download icon **sam**⬇ to begin working with your start file.
   - Follow the module's step-by-step instructions until you reach the SAM Upload icon **sam**⬆.
   - Save and close the file.

2. Step 2:
Save Work to SAM

- o Ensure you rename your project file to match the Expected File Name.

- o Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.

3. Step 3:
Submit for Grading

- o Upload your completed solution file to SAM for immediate feedback and to view the available Reports.

  - ▪ The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and resubmitting the project.

  - ▪ The **Study Guide** provides your score for each project step and links to the associated training and textbook pages.

- o If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.

- o To re-submit your project, download the file you saved in step 2.

- o Edit, save, and close the file, then re-upload and submit it again.

For all other SAM Projects, please follow these steps:

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your learning management system.

1. Step 1:
Download Files

- o Click the "Download All" button or the individual links to download your **Instruction File**, **Start File**, and **Support File(s)** (when available). You must use the SAM Start file.

- o Open the Instruction file and follow the step-by-step instructions. Ensure you rename your project file to match the Expected File Name (change _1 to _2 at the end of the file name).

2. Step 2:
   Save Work to SAM

   o Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.

3. Step 3:
   Submit for Grading

   o Upload the completed file to SAM for immediate feedback and to view available Reports.

   ▪ The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and resubmitting the project.

   ▪ The **Study Guide** provides your score for each project step and links to the associated training and textbook pages.

   o If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.

   o To re-submit the project, download the file saved in step 2.

   o Edit, save, and close the file, then re-upload and submit it again.

For additional tips to successfully complete your SAM Projects, please view our [SAM Video Tutorials](.).

Creating and Editing a Document

Writing a Business Letter and Formatting a Flyer

Case: Department of Urban Development

Leonel Villalba is the communications director for the Department of Urban Development in Salem, Oregon. As part of his outreach efforts, he has produced a set of brochures promoting the city's transition to alternative energy sources such as solar power and heat pumps. Leonel has asked you to create a cover letter to accompany the brochures he is sending to the organizers of a national sustainability conference. He has also asked you to create an envelope for sending an energy conservation report to an environmental engineering publication. Next, he wants your help creating a flyer encouraging community members to join a citizen advisory panel. Finally, he would like to add bulleted and numbered lists to the minutes of a recent advisory panel meeting.

You will create the letter and flyer using **Microsoft Word 365** (or simply **Word**), a full-featured word processing app that lets you create professional-looking documents and revise them easily. You'll start by opening Word and saving a new document. Then you'll type the text of the cover letter and print it. In the process of entering the text, you'll learn several ways to correct typing errors and how to adjust paragraph and line spacing. When you create the envelope, you'll learn how to save it as part of a document for later use. As you work on the flyer, you will learn how to open an existing document, change the way text is laid out on the page, format text, add a page border, and insert and resize a photo. Finally, you'll add bulleted and numbered lists to a document, and then learn how to use Microsoft Word Help.

Objectives

Part 1.1
- Create and save a document
- Enter text and correct errors as you type
- Use AutoComplete and AutoCorrect
- Select text and move the insertion point
- Undo and redo actions
- Adjust paragraph spacing, line spacing, and margins
- Preview and print a document
- Create an envelope

Part 1.2
- Open an existing document
- Proofread a document using the Editor pane
- Change page orientation, font, font color, and font size
- Apply text effects and align text
- Copy formatting with the Format Painter
- Insert a paragraph border and shading
- Delete, insert, and edit a photo
- Add a page border
- Create bulleted and numbered lists
- Look up information in Microsoft Word Help

Starting Data Files: Word1

Module
NP_WD_1-1.docx
NP_WD_1-2.docx
Support_WD_1_Solar.jpg

Review
NP_WD_1-3.docx
NP_WD_1-4.docx
Support_WD_1_House.jpg

Case1
(none)

Case2
NP_WD_1-5.docx
Support_WD_1_Produce.jpg

Part 1.1 Visual Overview:
The Word Window

The **Quick Access Toolbar** is a collection of buttons that provides one-click access to commonly used commands, such as Save, Undo, and Repeat; you might see additional buttons here.

The **title bar** displays the name of the open file and the program.

You can right-click a tab to display a shortcut menu with options for how the ribbon looks. If the ribbon is hidden, click Collapse the Ribbon in the shortcut menu to remove the checkmark.

The **ribbon** is the main set of buttons and other tools you can use to complete tasks. It is organized into tabs and groups. Word adjusts the ribbon to accommodate the size of your monitor, so you might see more or fewer buttons on your screen.

The dark gray areas on the ruler represent the document's margins. **Margins** are the blank spaces around the edges of a document's content.

Buttons for related commands are organized on a tab in **groups**. The buttons in this group can be used to change the appearance of a paragraph.

The **insertion point** shows where characters will appear when you start typing.

The **paragraph mark** indicates the end of a paragraph. It is visible only if nonprinting characters are turned on. **Nonprinting characters** appear on the screen but not on the printed page.

The **status bar** provides information about the current document, such as the current page and number of words in the document; it also contains buttons and other controls for working with the document.

You can choose to display the rulers, which help you position elements in a document.

The Show/Hide button is selected, meaning that nonprinting characters are displayed in the document.

Each **tab** on the ribbon includes commands related to particular activities or tasks. The Home tab includes options for formatting and editing text.

You use the Minimize button to reduce the Word window to an icon in the taskbar, which you can click later to display the Word window again.

You use the Restore Down button to reduce the Word window to a smaller size; the Restore Down button is then replaced with the Maximize button, which you can click to restore the Word window to its full size.

If you are signed in, your name appears here as a link that you can click to access information about your Microsoft account.

You can drag the scroll bar up or down to see other parts of a document.

You can click the scroll arrows to scroll up or down one line, or hold the mouse button to scroll up or down more quickly.

The **View buttons** allow you to change the way the document is displayed.

Zooming magnifies or shrinks the display of the content in the Word window. To quickly change the Zoom level, drag the slider button left or right on the Zoom slider.

Print Layout view, the default view, most closely resembles how your document will look when printed.

Starting Word

With Word, you can quickly create polished, professional documents. You can type a document, adjust margins and spacing, create columns and tables, add graphics, and then easily make revisions and corrections. In Part 1.1 of this module, you will create one of the most common types of documents—a block-style business letter.

To begin creating the letter, you first need to start Microsoft Word and then set up the Word window.

To start Word:

1. **sam** ⬇ On the Windows taskbar, click the **Start** button 🪟 . The Start menu opens.

2. On the Start menu, click **Word**. Word starts and displays the Recent screen in Backstage view. Backstage view provides access to various screens with commands that allow you to manage files and Word options. Refer to Figure 1–1.

Figure 1–1　　Recent screen in Backstage view
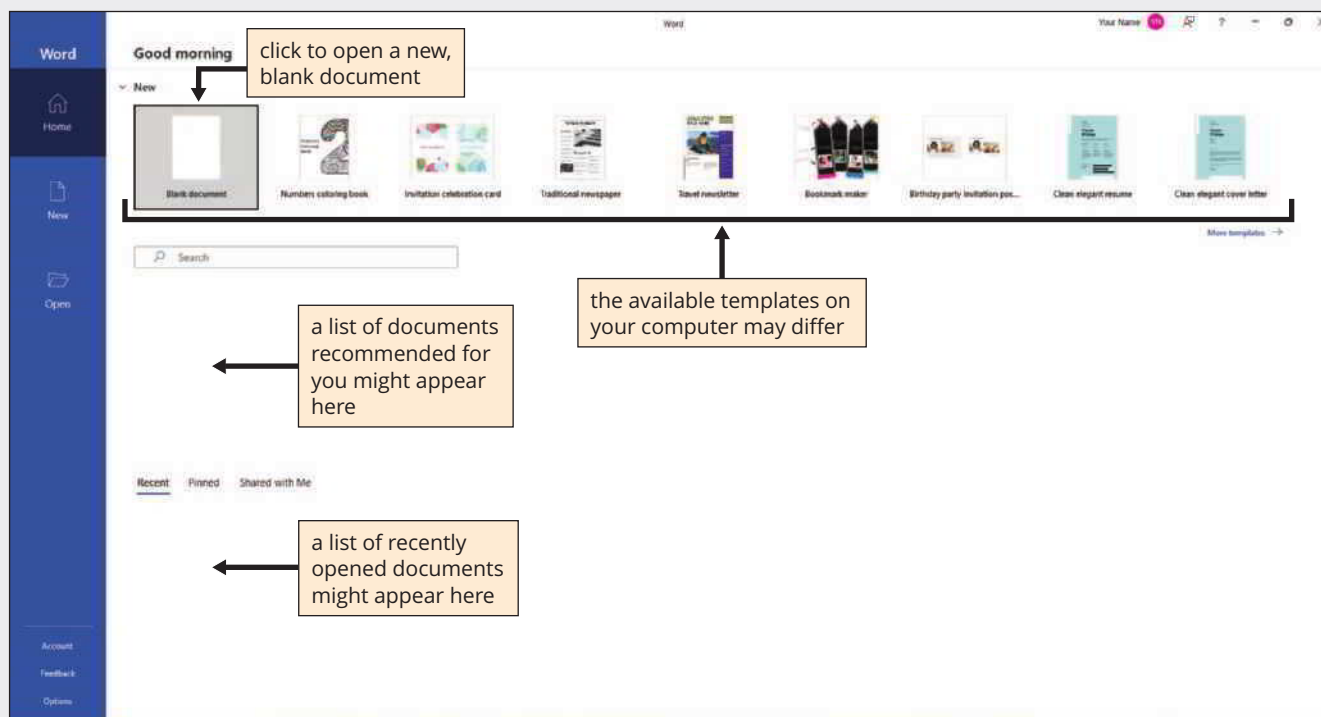
3. Click **Blank document**. The Word window opens, with the ribbon displayed, as shown in the Part 1.1 Visual Overview.

   Trouble? If the ribbon is not displayed on your screen, right-click any tab and then click Collapse Ribbon to deselect it, as shown in the Part 1.1 Visual Overview.

   Don't be concerned if your Word window doesn't match the Part 1.1 Visual Overview exactly. You'll have a chance to adjust its appearance shortly.

Working in Touch Mode

You can interact with the Word screen using a mouse, or, if you have a touchscreen, you can work in Touch Mode, using a finger instead of the pointer. In **Touch Mode**, extra space around the buttons on the ribbon makes it easier to tap the specific button you need. The figures in this text show the screen with Mouse Mode on, but it's helpful to learn how to switch back and forth between Touch Mode and Mouse Mode.

To switch between Touch and Mouse Mode:

1. On the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button 📌 to open the menu. The Touch/Mouse Mode command near the bottom of the menu does not have a checkmark next to it, indicating that it is currently not selected.

    ▌**Trouble?** The steps in this module assume that you are using a mouse. If you are instead using a touch device, read these steps but don't complete them so that you remain working in Touch Mode.

    ▌**Trouble?** If the Touch/Mouse Mode command has a checkmark next to it, press ESC to close the menu, and then skip to Step 3.

2. On the menu, click **Touch/Mouse Mode**. The menu closes, and the Touch/Mouse Mode button 👆 appears on the Quick Access Toolbar.

3. On the Quick Access Toolbar, click the **Touch/Mouse Mode** button 👆. A menu opens with two options—Mouse and Touch. The icon next to Mouse is shaded gray to indicate it is selected.

    ▌**Trouble?** If the icon next to Touch is shaded gray, press ESC to close the menu and skip to Step 5.

4. On the menu, click **Touch**. The menu closes, and the ribbon increases in height so that there is more space around each button on the ribbon. Refer to Figure 1–2. Note that on small monitors, you might see fewer buttons than are visible in Figure 1–2. Word adapts the ribbon to accommodate the size of your monitor.

Figure 1–2   Word window in Touch Mode

Touch/Mouse Mode button

Customize Quick Access Toolbar button

expanded ribbon, with buttons farther apart than in Mouse Mode

insertion point

on small monitors, an Editing button might appear here instead
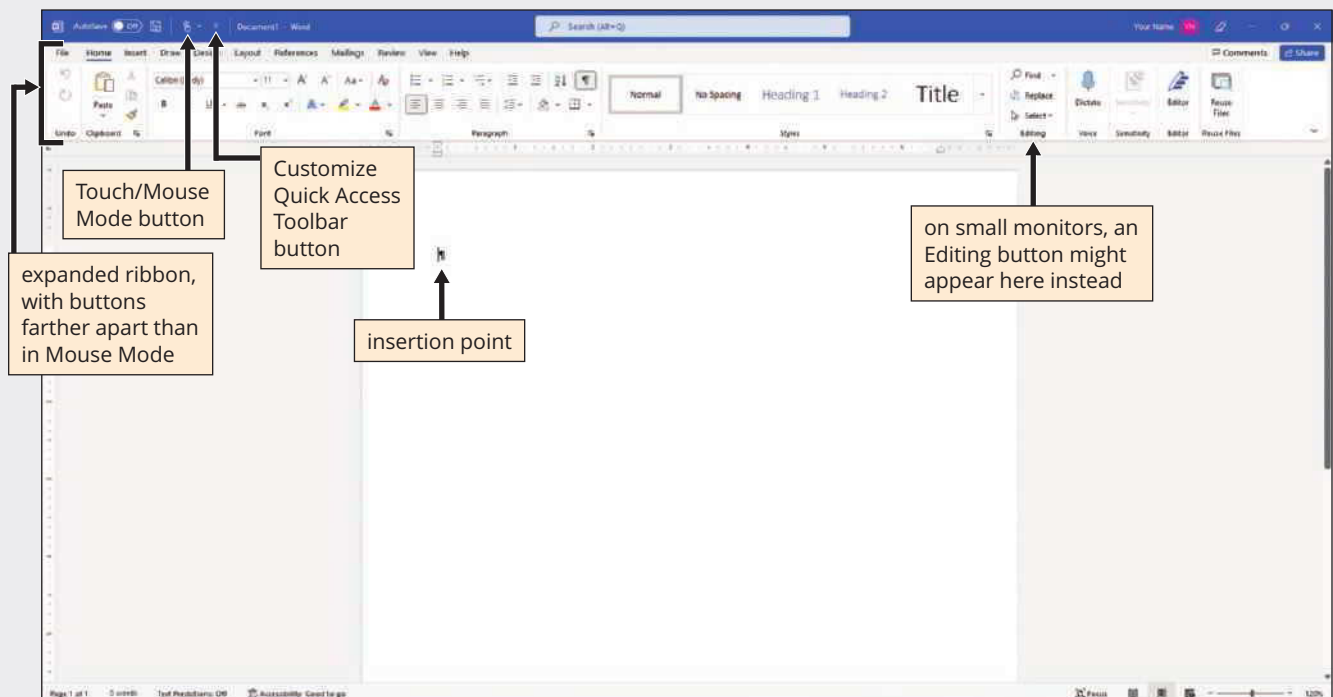
5. On the Quick Access Toolbar, click the **Touch/Mouse Mode** button 👆, and then click **Mouse**. The ribbon changes back to its Mouse Mode appearance, as shown in the Part 1.1 Visual Overview.

6. On the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button 📌, and then click **Touch/Mouse Mode** to deselect it. The Touch/Mouse Mode button is removed from the Quick Access Toolbar.

Setting Up the Word Window

Before you start using Word, you should make sure you can locate and identify the different elements of the Word window, as shown in the Part 1.1 Visual Overview. In the following steps, you'll make sure your screen matches the Visual Overview.

To set up your Word window to match the figures in this book:

1. If the Word window does not fill the entire screen, click the **Maximize** button ▣ in the upper-right corner of the Word window.

2. On the ribbon, click the **View** tab. The ribbon changes to show options for changing the appearance of the Word window.

3. In the Show group, click the **Ruler** check box to insert a checkmark, if necessary. If the rulers were not displayed, they are displayed now.

   The insertion point on your computer should be positioned about an inch from the top of the document, as shown in Figure 1–2, with the top margin visible.

   > **Trouble?** If the insertion point appears at the top of the document, with no white space above it, position the pointer between the top of the document and the horizontal ruler, until it changes to ⬍, double-click, and then scroll up to the top of the document.

   Next, you'll change the Zoom level to a setting that ensures that your Word window will match the figures in this book. To increase or decrease the screen's magnification, you could drag the slider button on the Zoom slider in the lower-right corner of the Word window. But to choose a specific Zoom level, it's easier to use the Zoom dialog box.

4. In the Zoom group, click the **Zoom** button to open the Zoom dialog box. Double-click the current value in the **Percent** box to select it, type **120**, and then click **OK** to close the Zoom dialog box.

   > **Tip** Changing the Zoom level affects only the way the document is displayed on the screen; it does not affect the document itself.

5. On the status bar, click the **Print Layout** button ▤ to select it, if necessary. As shown in the Part 1.1 Visual Overview, the Print Layout button is the middle of the three View buttons located on the right side of the status bar. The Print Layout button in the Views group on the View tab is also now selected.

Before typing a document, you should make sure nonprinting characters are displayed. Nonprinting characters provide a visual representation of details you might otherwise miss. For example, the (¶) character marks the end of a paragraph, and the (•) character marks the space between words.

To verify that nonprinting characters are displayed:

1. On the ribbon, click the **Home** tab.

2. In the blank Word document, look for the paragraph mark (¶) in the first line of the document, just to the right of the blinking insertion point.

   Trouble? If the paragraph mark is not displayed in your document, click the Show/Hide ¶ button ¶ in the Paragraph group.

   In the Paragraph group, the Show/Hide ¶ button should be highlighted in gray, indicating that it is selected, and the paragraph mark (¶) should appear in the first line of the document, just to the right of the insertion point.

Saving a Document

Before you begin working on a document, you should save it with a new name. When you click the File tab and then click Save to save a document for the first time, Word displays the Save As screen in Backstage view. On the Save As screen, you can select the location where you want to store your document. After that, you can click the Save button on the Quick Access Toolbar to save your document to the same location you specified earlier and with the same name.

Tip To save a document to OneDrive for the first time, you can click the Save button on the Quick Access Toolbar.

To save the document:

1. Click the **File** tab on the ribbon, and then click **Save**. Word switches to the Save As screen in Backstage view, as shown in Figure 1–3.

Figure 1–3 Save As screen in Backstage view

navigation pane

click to return to the document window

click to open the Save As dialog box

Save As selected in the navigation pane

you might see additional folders here; if you want to save a document in a folder that is listed here, click the folder to open the Save As dialog box with that folder selected
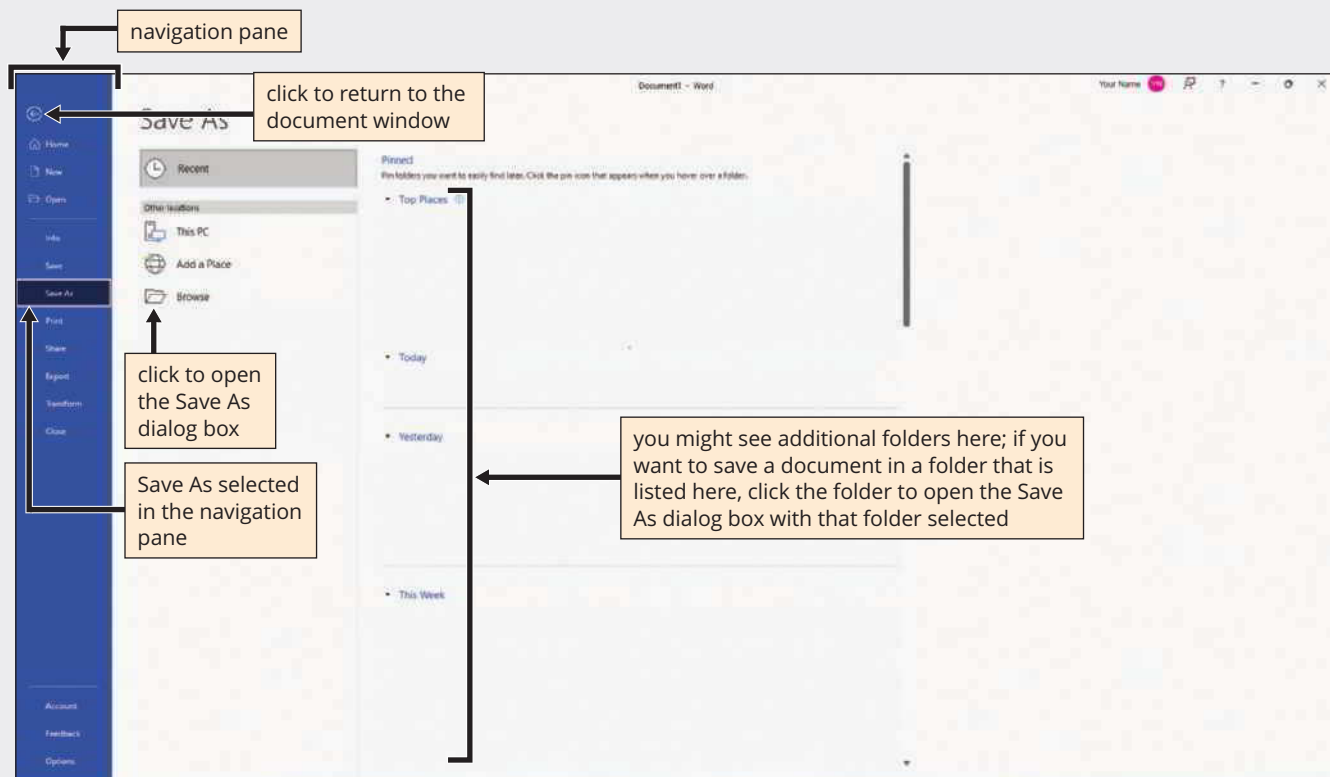
Because a document is now open, more commands are available in Backstage view than when you started Word. The **navigation pane** on the left contains commands for working with the open document and for changing settings that control how Word works.

2. Click the **Browse** button. The Save As dialog box opens.

   > **Trouble?** If your instructor wants you to save your files to your OneDrive account, click OneDrive, and then log in to your account.

3. Navigate to the location specified by your instructor. The default file name, "Doc1," appears in the File name box. You will change that to something more descriptive. Refer to Figure 1–4.

Figure 1–4   Save As dialog box

you might see something different here, depending on the location specified by your instructor

default file name
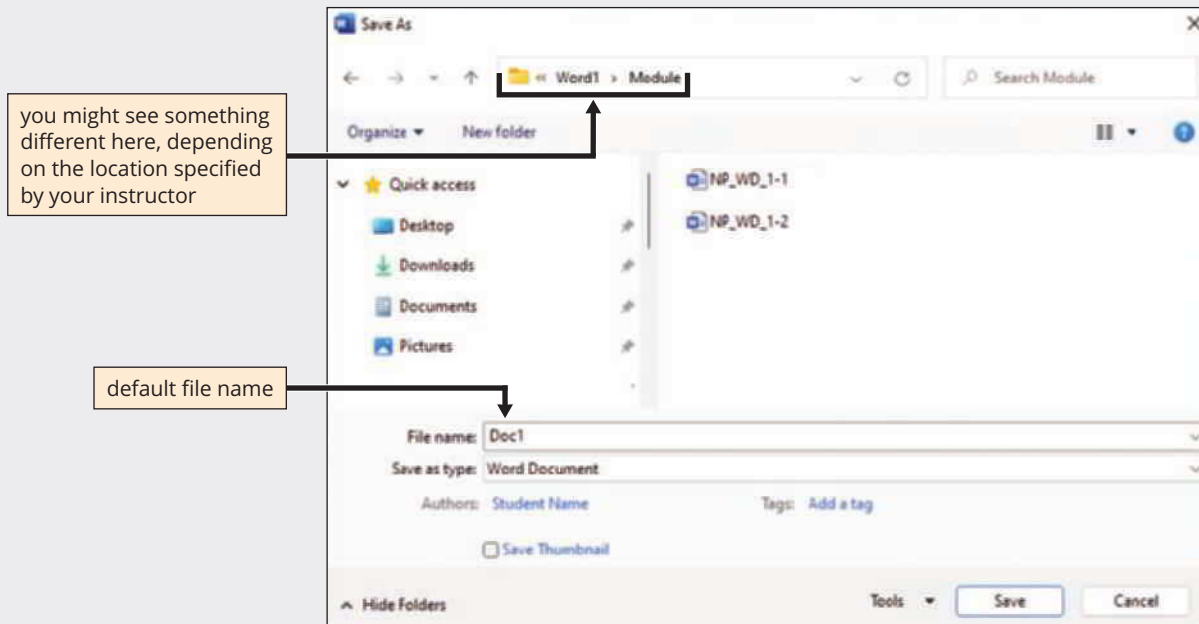
4. Click the **File name** box, and then type **NP_WD_1_CoverLetter**. The text you type replaces the selected text in the File name box.

5. Click **Save**. The file is saved, the dialog box and Backstage view close, and the document window appears again, with the new file name in the title bar.

Now that you have saved the document, you can begin typing the letter. Leonel has asked you to type a block-style letter to accompany some energy conservation brochures he plans to send to Paula Zimmerman. Figure 1–5 shows the block-style letter you will create in this module.

Figure 1–5 Completed block-style letter

Department of Urban Development
873 East First Avenue, Suite 301
Salem OR 97301
www.urban.salem.cengage.com
info@urban.salem.cengage.com

this is the department's letterhead; it will not appear in the document you work on in Word

February 1, 2029 — *date*

Paula Zimmerman
Association of Sustainable Communities
2800 Osprey Road
Harrisburg, PA 17025

inside address

Dear Paula: — *salutation*

Enclosed you will find the renewable energy brochures we discussed. Thank you for agreeing to distribute them at next month's Sustainable City Planning Conference. If you have any questions not covered in the brochures, please contact me at villalba@salem.cengage.com.

In your phone message, you asked me to include maps of our city solar installations. They are not back from the printer yet, but I will send them as soon as they are ready.

body

Sincerely yours, — *complimentary close*

Leonel Villalba
Communications Director

signature and title lines

aes — *typist's initials*
Enclosure

indicates the letter has something accompanying it

entire letter aligned along left margin

Proskills

Written Communication: Creating a Business Letter

Several styles are considered acceptable for business letters. The main differences among the styles have to do with how parts of the letter are indented from the left margin. In the block style, which you will use in this module, each line of text starts at the left margin. In other words, nothing is indented. Another style is to indent the first line of each paragraph. The choice of style is largely a matter of personal preference, or it can be determined by the standards used in a particular business or organization. To further enhance your skills in writing business correspondence, you should consult an authoritative book on business writing that provides guidelines for creating a variety of business documents, such as *Business Communication: Process & Product* by Mary Ellen Guffey and Dana Loewy.

Inserting a Date with AutoComplete

The first item in a block-style business letter is the date. Leonel plans to send the letter to Paula on February 1, so you need to insert that date into the document. To do so, you can take advantage of **AutoComplete**, a Word feature that automatically suggests dates and other regularly used items for you to insert. In this case, you can type the first few characters of the month and let Word insert the rest.

To insert the date:

1. Type **Febr** (the first four letters of "February"). A ScreenTip appears above the letters, as shown in Figure 1–6, suggesting "February" as the complete word.

Figure 1–6   AutoComplete suggestion

ScreenTip tells you how to enter the rest of the word "February"
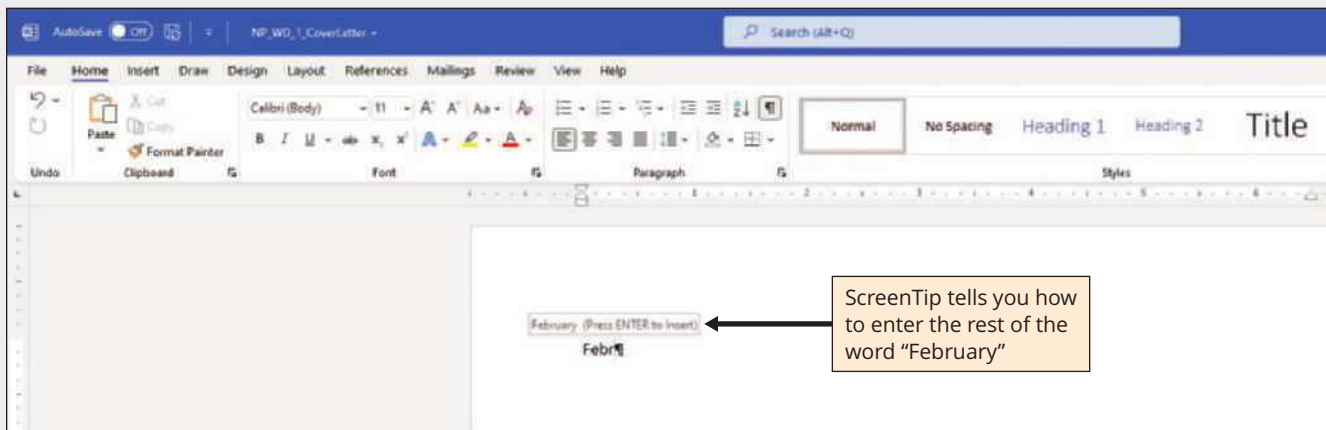
    ScreenTip tells you how to enter the rest of the word "February"

> **Trouble?** If the ScreenTip does not appear, continue typing the complete word "February," and then read but do not complete Step 2. In some installations of Word running on Windows 11, AutoComplete may not work.

A **ScreenTip** is a label with descriptive text or an explanation about what to do next.

If you wanted to type something other than "February," you could continue typing to complete the word. In this case, you want to accept the AutoComplete suggestion.

2. Press **ENTER**. The rest of the word "February" is inserted in the document.

3. Press **SPACEBAR**, type **1, 2029** and then press **ENTER** twice, leaving a blank paragraph between the date and the line where you will begin typing the inside address, which contains the recipient's name and address. Notice the nonprinting character (•) after the word "February" and before the number "1," which indicates a space. Word inserts this nonprinting character every time you press SPACEBAR.

> **Trouble?** If February happens to be the current month, a second AutoComplete suggestion will display the current date after you press SPACEBAR. To ignore that AutoComplete suggestion, continue typing the rest of the date, as instructed in Step 3.

Note that you can also insert the current date (as well as the current time) by clicking the Insert Date and Time button in the Text group on the Insert tab. This opens the Date and Time dialog box, where you can select from a variety of date and time formats. If you want Word to update the date or time automatically each time you reopen the document, select the Update automatically check box. In that case, Word inserts the date and time as a special element called a field, which you'll learn more about as you become a more experienced Word user. However, for typical correspondence, it makes more sense to deselect the Update automatically check box so the date and time are inserted in the document as ordinary text.

Another Word feature, **text predictions**, is similar to AutoComplete, except that it displays suggestions directly in the document, in a fainter color than surrounding text, as shown in Figure 1–7. To accept the suggestion, press the Tab key. You can turn text predictions on or off using the "Show text predictions while typing" check box in the Editing options section of the Advanced tab in the Word Options dialog box. Note that text predictions are a relatively new feature in Word and will evolve over time to become more effective. If you find that text predictions interfere with your work on this or other modules, consider turning them off.

Figure 1–7   Working with text predictions
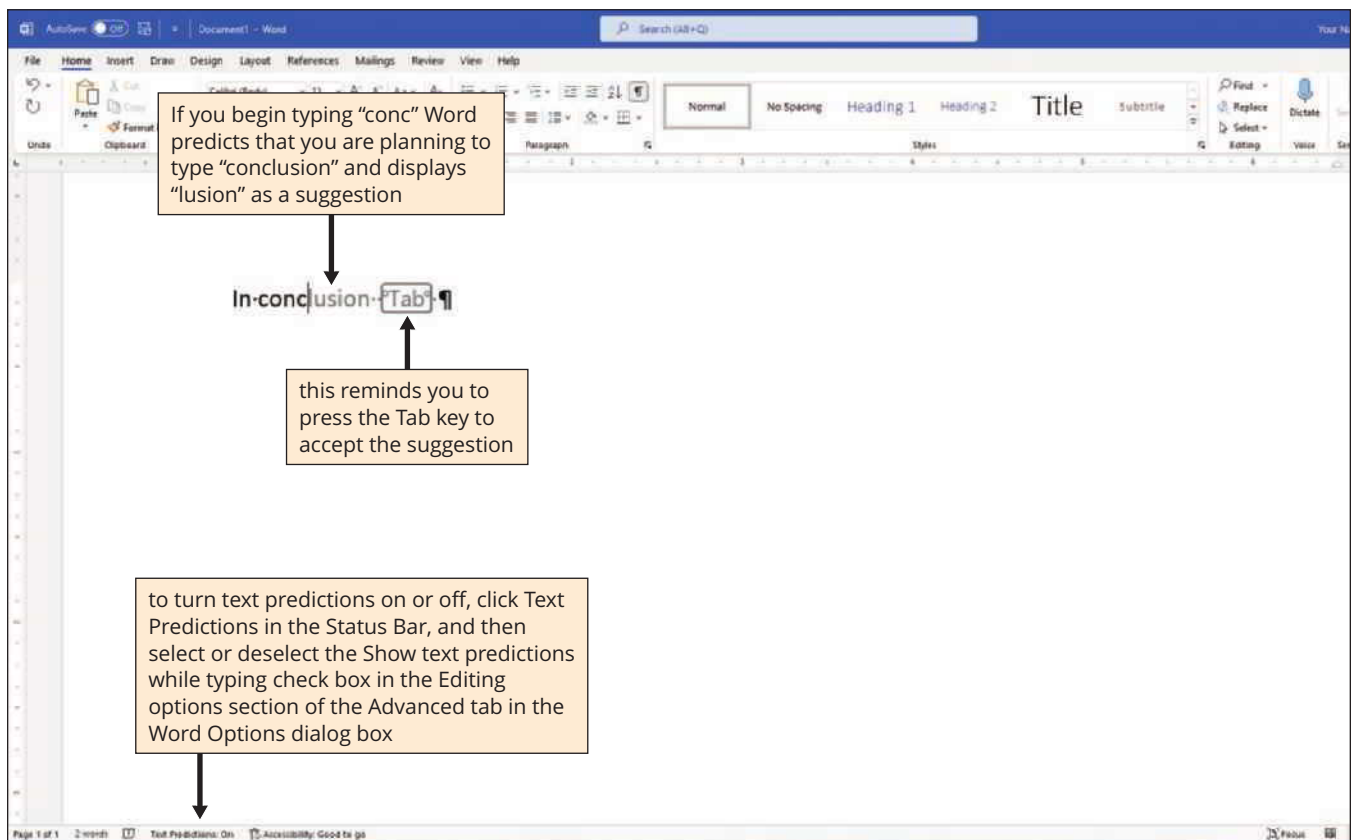
Typing a Block-Style Letter

In a block-style business letter, the inside address appears below the date, with one blank paragraph in between. Some style guides recommend including even more space between the date and the inside address. But in the short letter you are typing, more space would make the document look out of balance.

To insert the inside address:

1. Type the following information, pressing **ENTER** after each item:

   Paula Zimmerman

   Association of Sustainable Communities

   2800 Osprey Road

   Harrisburg, PA 17025

   Remember to press ENTER after you type the zip code. Your screen should look like Figure 1–8. Don't be concerned if the lines of the inside address seem too far apart. You'll use the default spacing for now, and then adjust it after you finish typing the letter.

Figure 1–8   Letter with inside address
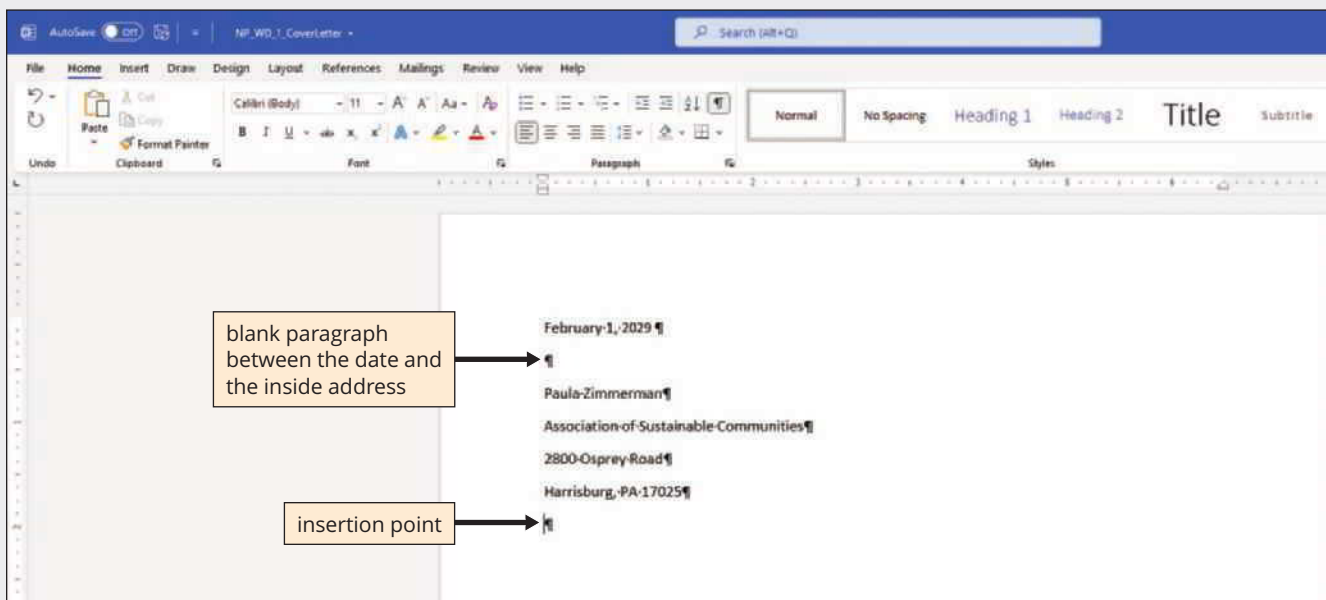
> **Trouble?** If you make a mistake while typing, press BACKSPACE to delete the incorrect character, and then type the correct character.

Now you can move on to the salutation and the body of the letter. As you type the body of the letter, notice that Word automatically moves the insertion point to a new line when the current line is full.

To type the salutation and the body of the letter:

1. Type **Dear Paula:** and then press **ENTER** to start a new paragraph for the body of the letter.

2. Type the following sentence, including the period: **Enclosed you will find the alternative energy brochures we discussed.**

3. Press **SPACEBAR**. Note that you should only include one space between sentences.

   > **Tip** The obsolete practice of pressing SPACEBAR twice at the end of a sentence dates back to the age of typewriters, when the extra space made it easier to see where one sentence ended and another began.

4. Type the following sentence, including the period: **Thank you for agreeing to distribute them at next month's Sustainable City Planning Conference.**

5. On the Quick Access Toolbar, click the **Save** button 🖫 . Word saves the document as **NP_WD_1_CoverLetter** to the same location you specified earlier.

The next sentence you need to type includes Leonel's email address.

Inserting a Hyperlink

When you type an email address and then press ENTER or SPACEBAR, Word converts it to a hyperlink, with blue font and an underline. A **hyperlink** is a specially formatted word, phrase, or graphic that, when clicked or tapped, lets you display a webpage on the Internet, another file, an email, or another location within the same file; it is sometimes called hypertext or a link. Hyperlinks are useful in documents that you plan to distribute via email. In printed documents, where blue font and underlines can be distracting, you'll usually want to convert a hyperlink back to regular text.

To add a sentence containing an email address:

1. Press **SPACEBAR**, and then type the following sentence, including the period: **If you have any questions not covered in the brochures, please contact me at villalba@salem.cengage.com.**

2. Press **ENTER**. Word converts the email address to a hyperlink, with blue font and an underline. The same thing would happen if you pressed SPACEBAR instead of ENTER.

3. Position the pointer over the hyperlink. A ScreenTip appears, indicating that you could press and hold CTRL and then click the link to follow it—that is, to open an email message addressed to the Leonel.

4. With the pointer positioned over the hyperlink, right-click—that is, press the right mouse button. A shortcut menu opens with commands related to working with hyperlinks.

   You can right-click many items in the Word window to display a **shortcut menu** with commands related to the item you right-clicked. The **Mini toolbar** also appears when you right-click or select text, giving you quick access to the buttons and settings most often used when formatting text. Refer to Figure 1–9.

Figure 1–9   Shortcut menu

commands on a shortcut menu allow you to interact with the item you right-clicked

Mini toolbar also displays when you right-click text or other parts of a document

right-click to display the shortcut menu
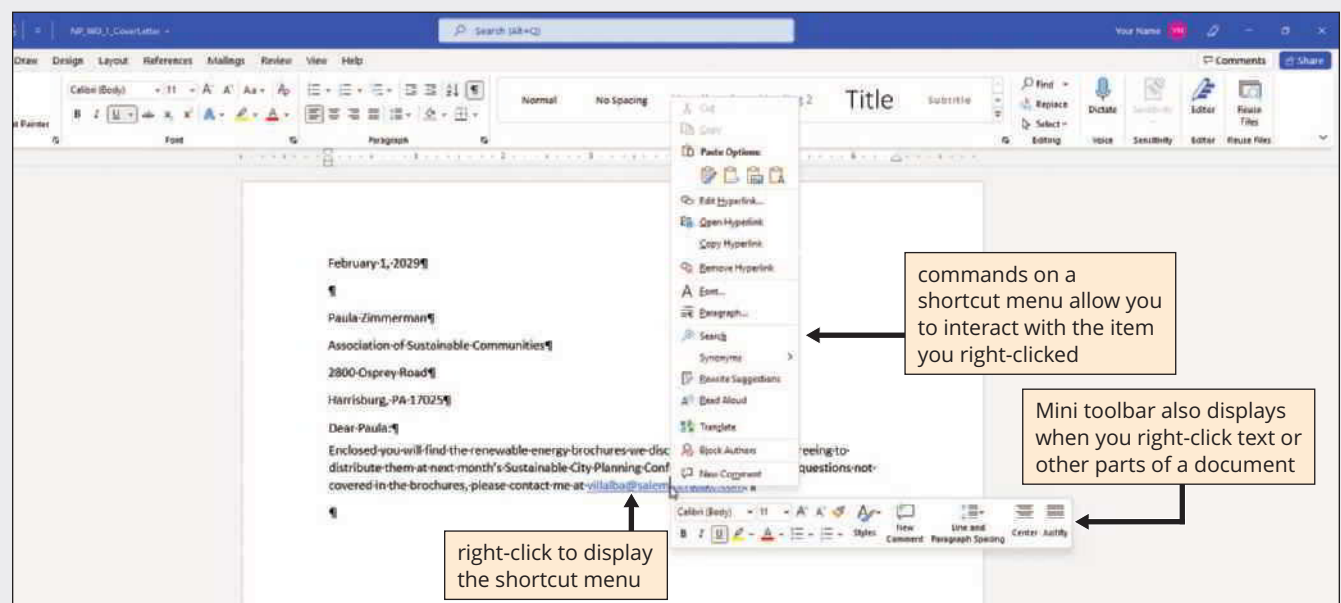
5. Click **Remove Hyperlink** in the shortcut menu. The shortcut menu and the Mini toolbar are no longer visible. The email address is now formatted in black, like the rest of the document text.

6. On the Quick Access Toolbar, click the **Save** button 🖫 .

Using the Undo and Redo Buttons

When you first open Word, the Undo button and the Repeat button are displayed in the Undo group on the Home tab. To undo (or reverse) the last thing you did in a document, you can click the Undo button. Once you click the Undo button, the Repeat button is replaced with the Redo button. To restore your original change, click the Redo button, which reverses the action of the Undo button (or redoes the undo). To undo more than your last action, you can continue to click the Undo button, or you can click the Undo arrow on the Home tab to open a list of your most recent actions. When you click an action in the list, Word undoes every action in the list up to and including the action you clicked.

Leonel asks you to change "alternative" to "renewable" in the first sentence you typed. You'll make the change now. If Leonel decides he doesn't like it after all, you can always undo it. To delete a character, space, or blank paragraph to the right of the insertion point, you press DELETE, or to delete an entire word, you can press CTRL+DELETE. To delete a character, space, or blank paragraph to the left of the insertion point, you press BACKSPACE, or to delete an entire word, you can press CTRL+BACKSPACE.

To change the word "alternative":

1. Press the ↑ key twice and then press the ← key as necessary to move the insertion point to the left of the first "a" in the word "alternative."

2. Press and hold **CTRL**, and then press **DELETE** to delete the word "alternative."

3. Type **renewable** as a replacement, and then press **SPACEBAR**. After reviewing the sentence, Leonel decides he prefers the original wording, so you'll undo the change.

4. In the Undo group on the Home tab, click the **Undo** button ↺ . The word "renewable" is removed from the sentence.

5. Click the **Undo** button ↺ again to restore the word "alternative."

    Leonel decides that he does want to use "renewable" after all. Instead of retyping it, you'll redo the undo.

6. In the Undo group on the Home tab, click the **Redo** button ↻ twice. The word "renewable" replaces "alternative" in the document, so that the phrase reads "… the renewable energy brochures we discussed."

    > **Tip** You can also press CTRL+Z to execute the Undo command, and press CTRL+Y to execute the Redo command.

7. Press and hold **CTRL**, and then press **END** to move the insertion point to the blank paragraph at the end of the document.

    > **Trouble?** If you are working on a small keyboard, you might need to press and hold a key labeled "Function" or "FN" before pressing END.

8. On the Quick Access Toolbar, click the **Save** button 🖫 . Word saves your letter with the same name and to the same location you specified earlier.

In the previous steps, you used the arrow keys and a key combination to move the insertion point to specific locations in the document. For your reference, Figure 1–10 summarizes the most common keystrokes for moving the insertion point in a document.

Figure 1–10   Keystrokes for moving the insertion point

To Move the Insertion Point	Press
Left or right one character at a time	← or →
Up or down one line at a time	↑ or ↓
Left or right one word at a time	CTRL+ ← or CTRL+ →
Up or down one paragraph at a time	CTRL+ ↑ or CTRL+ ↓
To the beginning or to the end of the current line	HOME or END
To the beginning or to the end of the document	CTRL+HOME or CTRL+END
To the previous screen or to the next screen	PAGE UP or PAGE DOWN
To the top or to the bottom of the document window	ALT+CTRL+PAGE UP or ALT+CTRL+PAGE DOWN

Correcting Errors as You Type

As you have seen, you can press BACKSPACE or DELETE to remove an error, and then type a correction. In many cases, however, the AutoCorrect feature will do the work for you. Among other things, **AutoCorrect** automatically detects and corrects common typing errors, such as typing "adn" instead of "and." For example, you might have noticed AutoCorrect at work if you forgot to capitalize the first letter in a sentence as you typed the letter. After you type this kind of error, AutoCorrect automatically corrects it when you press SPACEBAR, TAB, or ENTER.

Word draws your attention to other potential errors by marking them with underlines. If you type a word that doesn't match the correct spelling in the Word dictionary, or if a word is not in the dictionary at all, a wavy red line appears beneath it. A wavy red underline also appears if you mistakenly type the same word twice in a row. Misused words (for example, "you're" instead of "your") are underlined with a double blue line, as are problems with punctuation and potential grammar errors, such as a singular verb used with a plural subject. Possible wordiness is marked with a dotted purple underline, although keep in mind that this feature does not produce consistent results. Word might mark a phrase as wordy in one document, but then not mark the same phrase in a different document. This feature can be a helpful guide, but ultimately you'll need to make your own decisions about whether a phrase could be more concise.

You'll see how this works as you continue typing the letter and make some intentional typing errors.

To learn more about correcting errors as you type:

1. Type the following sentence, including the errors: **in you're phone mesage, you asked me me to include maps of our city solar installadions. They are not back from teh printer yet, but I will send them as soon as they are actually ready.**

   As you type, AutoCorrect changes the lowercase "i" at the beginning of the sentence to uppercase. It also changes "mesage" to "message" and "teh" to "the." Also, the incorrectly used word "you're" is marked with a double blue underline. The second "me" and the spelling error "installadions" are marked with wavy red underlines.

2. Press **ENTER**. One additional error is now visible—the phrase "actually ready" is marked with a dotted purple underline, indicating a lack of conciseness. Refer to Figure 1–11.

Figure 1–11   Errors marked in the document
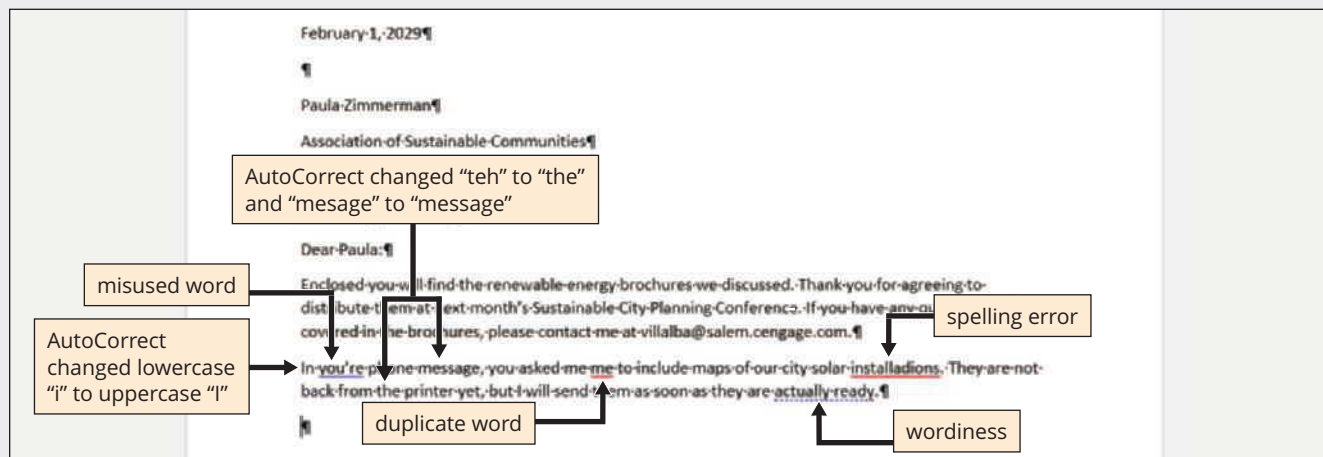
To correct an error marked with an underline, you can click the error and then click a replacement in the shortcut menu. If the shortcut menu does not contain the correct word, click anywhere in the document to close the menu, and then type the correction yourself. You can also bypass the shortcut menu entirely and simply delete the error and type a correction.

To correct the spelling, grammar, and wordiness errors:

1. Position the mouse pointer over the word **you're** to display a blue highlight.

2. Click **you're** to display a shortcut menu. The menu includes an explanation of the grammar problem and a suggested correction (the word "your"). Refer to Figure 1–12.

Figure 1–12   Shortcut menu with suggested spelling
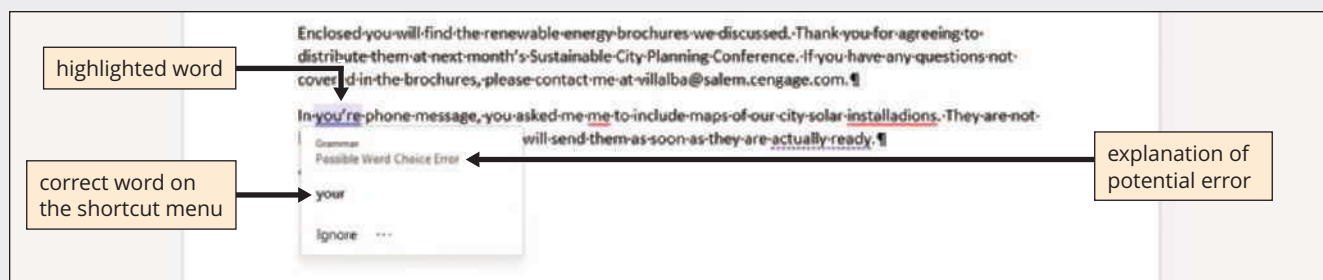
Tip To hear the suggested correction read aloud or spelled out, make sure your computer's speakers are turned on, move the mouse pointer over the suggested correction to display an ellipsis (three dots), click the ellipsis, and then click Read Aloud or Spell out.

3. On the shortcut menu, click **your**. The correct word is inserted into the sentence, and the shortcut menu closes.

4. Use a shortcut menu to replace the spelling error "installadions" with the correct word "installations." Notice that this time the shortcut menu includes several potential corrections, so make sure to click "installations."

   You could use a shortcut menu to remove the second instance of "me," but in the next step you'll try a different method—selecting the word and deleting it.

5. Double-click anywhere in the underlined word **me**. The word and the space following it are highlighted in gray, indicating that they are selected. The Mini toolbar is also visible, but you can ignore it.

   Tip To deselect highlighted text, click anywhere in the document.

> **Trouble?** If the entire paragraph is selected, you triple-clicked the word by mistake. Click anywhere in the document to deselect it, and then repeat Step 4.

6. Press **DELETE**. The second instance of "me" and the space following it are deleted from the sentence. Finally, you need to correct the error related to concise language.

7. Click the phrase **actually ready** and use the shortcut menu to choose the more concise option, **ready**.

8. On the Quick Access Toolbar, click the **Save** button 🔲 .

AutoCorrect and the multicolored underlines make quick work of correcting common typing errors, especially in a short document that you are typing yourself. If you are working on a longer document or a document typed by someone else, you'll also want to have Word check the entire document for errors. You'll learn how to do this in Part 1.2.

Next, you'll finish typing the letter.

To finish typing the letter:

1. Press **CTRL+END**. The insertion point moves to the end of the document.

2. Type **Sincerely yours,** (including the comma).

3. Press **ENTER** three times to leave space for the signature.

4. Type **Leonel Villalba** and then press **ENTER**. Because Leonel's last name is not in the Word dictionary, a wavy red line appears below it. You can ignore this for now.

> **Trouble?** The wavy red line might not appear for a few seconds, or you might not see it on your computer at all.

5. Type your first, middle, and last initials in lowercase, and then press **ENTER**. AutoCorrect wrongly assumes your first initial is the first letter of a new sentence and changes it to uppercase. If your initials do not form a word, a red wavy underline appears beneath them. You can ignore this for now.

> **Tip** You need to include your initials in a letter only if you are typing it for someone else.

6. In the Undo group on the Home tab, click the **Undo** button 🔄 . Word reverses the change, replacing the uppercase initial with a lowercase one.

7. Type **Enclosure** so your screen looks like Figure 1–13.

Figure 1–13   Letter to Paula Zimmerman

February 1, 2029¶

¶

Paula Zimmerman¶

Association of Sustainable Communities¶

2800 Osprey Road¶

Harrisburg, PA 17025¶

Dear Paula:¶

Enclosed you will find the renewable energy brochures we discussed. Thank you for agreeing to distribute them at next month's Sustainable City Planning Conference. If you have any questions not covered in the brochures, please contact me at villalba@salem.cengage.com.¶

In your phone message, you asked me to include maps of our city solar installations. They are not back from the printer yet, but I will send them as soon as they are ready.¶

Sincerely yours,¶

¶

¶

Leonel Villalba¶

aes¶

Enclosure¶

Callouts:
- the top part of the document might have scrolled off your screen
- space for the signature
- your lowercase initials should appear here

Notice that as you continue to add lines to the letter, the top part of the letter scrolls off the screen. For example, depending on the size of your monitor, you may no longer see the date on your screen. Don't be concerned if more or less of the document has scrolled off the screen on your computer.

8. Save the document.

Now that you have finished typing the letter, you need to proofread it.

Proofreading a Document

After you finish typing a document, you need to proofread it carefully from start to finish. Part of proofreading a document in Word is removing all wavy underlines, either by correcting the text or by telling Word to ignore the underlined text because it isn't really an error. For example, Leonel's last name is marked as an error, when in fact it is spelled correctly. You need to tell Word to ignore "Villalba" wherever it occurs in the letter. You need to do the same for your initials.

To proofread and correct the remaining marked errors in the letter:

1. Click **Villalba**. A shortcut menu opens.

   Trouble? If "Villalba" does not have a wavy red underline on your screen, read steps 1 and 2 but do not attempt to perform them.

2. On the shortcut menu, click **Ignore All** to indicate that Word should ignore the word "Villalba" each time it occurs in this document. (The Ignore All option can be particularly helpful in a longer document.) The wavy red underline disappears from below Leonel's last name.

3. If you see a wavy red underline below your initials, click your initials. On the shortcut menu, click **Ignore All** to remove the red wavy underline. To choose to ignore something just once in a document, click the three-dot icon to display a popup menu, and then click Ignore.

4. Read the entire letter to proofread it for typing errors. Correct any errors using the techniques you have just learned.

5. Scroll up, if necessary, to display the complete inside address, which you'll work on next, and then save the document.

The text of the letter is finished. Now you need to think about its appearance—that is, you need to think about the document's **formatting**. First, you need to adjust the spacing in the inside address.

Adjusting Paragraph and Line Spacing

When typing a letter, you might need to adjust two types of spacing—paragraph spacing and line spacing. **Paragraph spacing** is the space that appears directly above and below a paragraph. In Word, any text that ends with a paragraph mark symbol (¶) is a paragraph. So, a **paragraph** can be a group of words that is many lines long, a single word, or even a blank line, in which case you see a paragraph mark alone on a single line. A paragraph can also contain a picture instead of text. Paragraph spacing is measured in points; a **point** is 1/72 of an inch. The default setting for paragraph spacing in Word is 0 points before each paragraph and 8 points after each paragraph. When laying out a complicated document, resist the temptation to simply press ENTER to insert extra space between paragraphs. Changing the paragraph spacing gives you much more control over the final result.

Line spacing is the space between lines of text within a paragraph. Word offers a number of preset line spacing options. The 1.0 setting, which is often called **single-spacing**, allows the least amount of space between lines. All other line spacing options are measured as multiples of 1.0 spacing. For example, 2.0 spacing (sometimes called **double-spacing**) allows for twice the space of single-spacing. The default line spacing setting is 1.08, which allows a little more space between lines than 1.0 spacing.

Now consider the line and paragraph spacing in the letter. The four lines of the inside address are too far apart. That's because each line of the inside address is actually a separate paragraph. Word inserted the default 8 points of paragraph spacing after each of these separate paragraphs. Refer to Figure 1–14.

Figure 1–14   Line and paragraph spacing in the letter to Paula Zimmerman
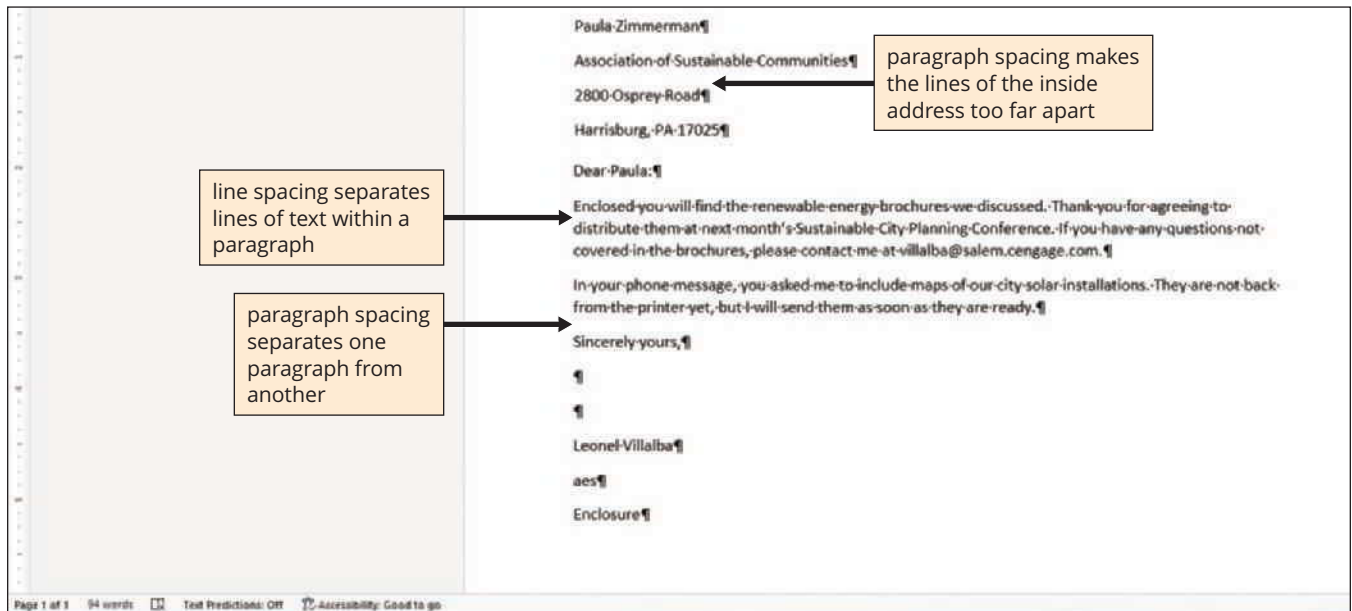
To follow the conventions of a block-style business letter, the four paragraphs that make up the inside address should have the same spacing as the lines of text within a single paragraph—that is, they need to be closer together. You can accomplish this by removing the 8 points of paragraph spacing after the first two paragraphs in the inside address. To conform to the block-style business letter format, you also need to close up the spacing between your initials and the word "Enclosure" at the end of the letter.

To adjust paragraph and line spacing in Word, you use the Line and Paragraph Spacing button in the Paragraph group on the Home tab. Clicking this button displays a menu of preset line spacing options (1.0, 1.15, 2.0, and so on). The menu also includes two paragraph spacing options that allow you to add 12 points before a paragraph or remove the default 8 points of space after a paragraph.

Next you'll adjust the paragraph spacing in the inside address and after your initials. In the process, you'll also learn some techniques for selecting text in a document.

To adjust the paragraph spacing in the inside address and after your initials:

1. Move the pointer to the white space just to the left of "Paula Zimmerman" until it changes to a right-pointing arrow.

2. Click the mouse button. The entire name, including the paragraph symbol after it, is selected.

   Trouble? If the Mini toolbar obscures your view of Paula's name, move the pointer away from the address to close the Mini toolbar.

   Tip The white space in the left margin is sometimes referred to as the selection bar because you can click it to select text.

3. Press and hold the mouse button, drag the pointer down to select the next two paragraphs of the inside address as well, and then release the mouse button. If the Mini toolbar obscures your view of the selected text, move the mouse pointer to a blank part of the page.

Paula's name, the name of her organization, and the street address are selected as well as the paragraph marks at the end of each paragraph. You did not select the paragraph containing the city, state, and zip code because you do not need to change its paragraph spacing. Refer to Figure 1–15.

Figure 1–15   Inside address selected
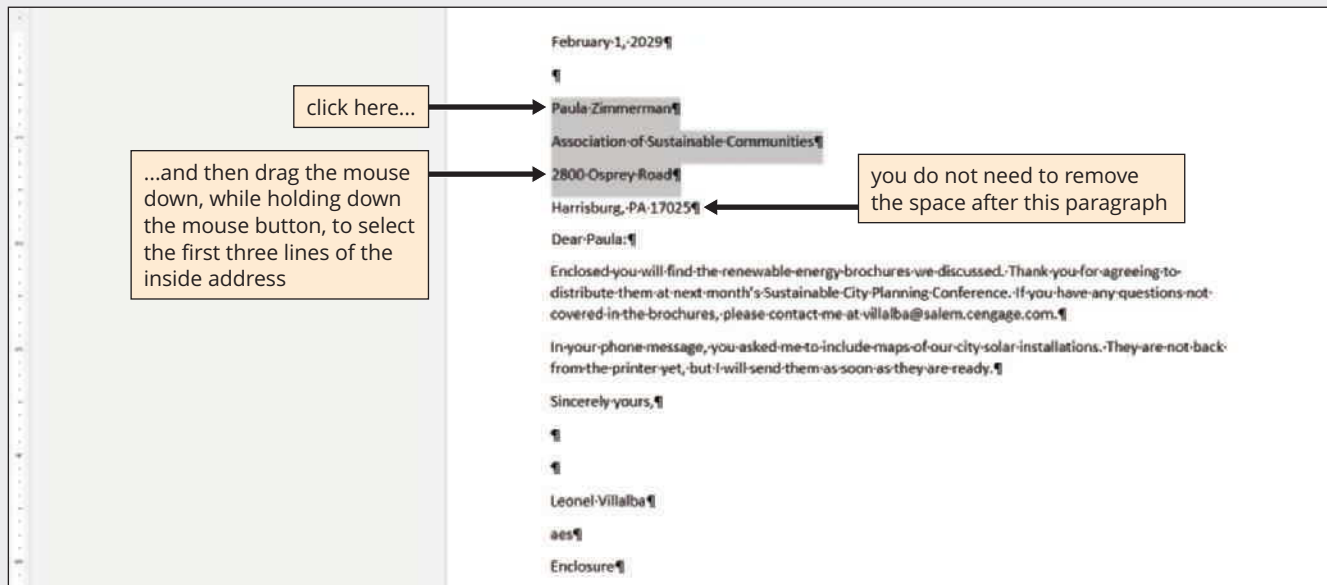
4. Make sure the Home tab is selected on the ribbon.

5. In the Paragraph group on the Home tab, click the **Line and Paragraph Spacing** button. A menu of line spacing options appears, with two paragraph spacing options at the bottom. Refer to Figure 1–16.

Figure 1–16   Line and paragraph spacing options
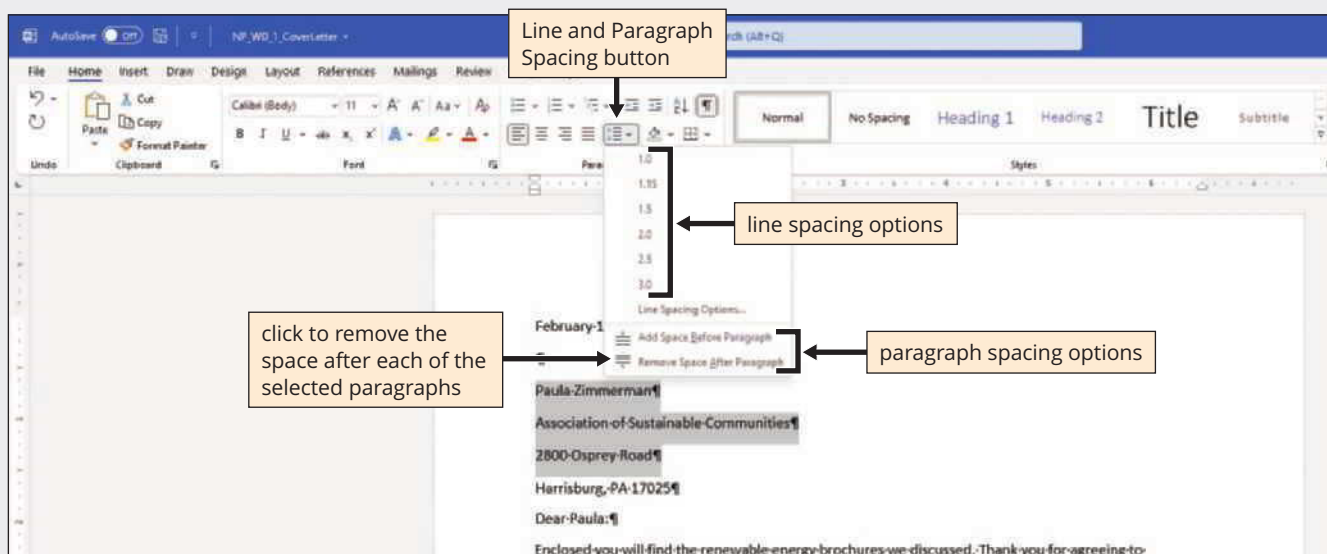
At the moment, you are interested only in the paragraph spacing options. Your goal is to remove the default 8 points of space after the first two paragraphs in the inside address.

6. Click **Remove Space After Paragraph**. The menu closes, and the paragraphs are now closer together.

7. Double-click your initials to select them and the paragraph symbol after them.

8. In the Paragraph group, click the **Line and Paragraph Spacing** button ⬚, click **Remove Space After Paragraph**, and then click anywhere in the document to deselect your initials.

Another way to compress lines of text is to press SHIFT+ENTER at the end of a line. This inserts a **manual line break**, also called a **soft return**, which moves the insertion point to a new line without starting a new paragraph. You will use this technique now as you add Leonel's title below his name in the signature line.

To use a manual line break to move the insertion point to a new line without starting a new paragraph:

1. Click to the right of the second "a" in "Villalba."

2. Press **SHIFT+ENTER**. Word inserts a small arrow symbol ⬚, indicating a manual line break, and the insertion point moves to the line below Leonel's name.

3. Type **Communications Director**. Leonel's title now appears directly below his name with no intervening paragraph spacing, just like the lines of the inside address.

4. Save the document.

Insight

Understanding Spacing between Paragraphs

When discussing the correct format for letters, many business style guides talk about single-spacing and double-spacing between paragraphs. In these style guides, to single-space between paragraphs means to press ENTER once after each paragraph. Likewise, to double-space between paragraphs means to press ENTER twice after each paragraph. With the default paragraph spacing in Word, however, you need to press ENTER only once after a paragraph. The space Word adds after a paragraph is not quite the equivalent of double-spacing, but it is enough to make it clear where one paragraph ends and another begins. Keep this in mind if you're accustomed to pressing ENTER twice; otherwise, you could end up with more space than you want between paragraphs.

As you corrected line and paragraph spacing in the previous set of steps, you used the mouse to select text. Word provides multiple ways to select, or highlight, text as you work. Figure 1–17 summarizes these methods and explains when to use them most effectively. Note that there are multiple ways to select each element in a document. Three especially useful options are: (1) selecting an entire paragraph by triple-clicking it; (2) selecting nonadjacent text by pressing and holding CTRL, and then dragging the mouse pointer to select multiple blocks of text; and (3) selecting an entire document by pressing CTRL+A.

Figure 1–17   Methods for selecting text

To Select	Mouse	Keyboard	Mouse and Keyboard
A word	Double-click the word	Move the insertion point to the beginning of the word, press and hold CTRL+SHIFT, and then press →	
A line	Click in the white space to the left of the line	Move the insertion point to the beginning of the line, press and hold SHIFT, and then press ↓	
A sentence	Click at the beginning of the sentence, then drag the pointer until the sentence is selected		Press and hold CTRL, then click any location within the sentence
Multiple lines	Click and drag in the white space to the left of the lines	Move the insertion point to the beginning of the first line, press and hold SHIFT, and then press ↓ until all the lines are selected	
A paragraph	Double-click in the white space to the left of the paragraph, or triple-click at any location within the paragraph	Move the insertion point to the beginning of the paragraph, press and hold CTRL+SHIFT, and then press ↓	
Multiple paragraphs	Click in the white space to the left of the first paragraph you want to select, and then drag to select the remaining paragraphs	Move the insertion point to the beginning of the first paragraph, press and hold CTRL+SHIFT, and then press ↓ until all the paragraphs are selected	
An entire document	Triple-click in the white space to the left of the document text	Press CTRL+A	Press and hold CTRL, and click in the white space to the left of the document text
A block of text	Click at the beginning of the block, then drag the pointer until the entire block is selected		Click at the beginning of the block, press and hold SHIFT, and then click at the end of the block
Nonadjacent blocks of text			Press and hold CTRL, then drag the mouse pointer to select multiple blocks of nonadjacent text

Adjusting the Margins

Another important aspect of document formatting is the amount of margin space between the document text and the edge of the page. You can check the document's margins by changing the Zoom level to display the entire page.

To change the Zoom level to display the entire page:

1. On the ribbon, click the **View** tab.

2. In the Zoom group, click the **One Page** button. The entire document is now visible in the Word window. Refer to Figure 1–18.

Figure 1–18   Document zoomed to show entire page
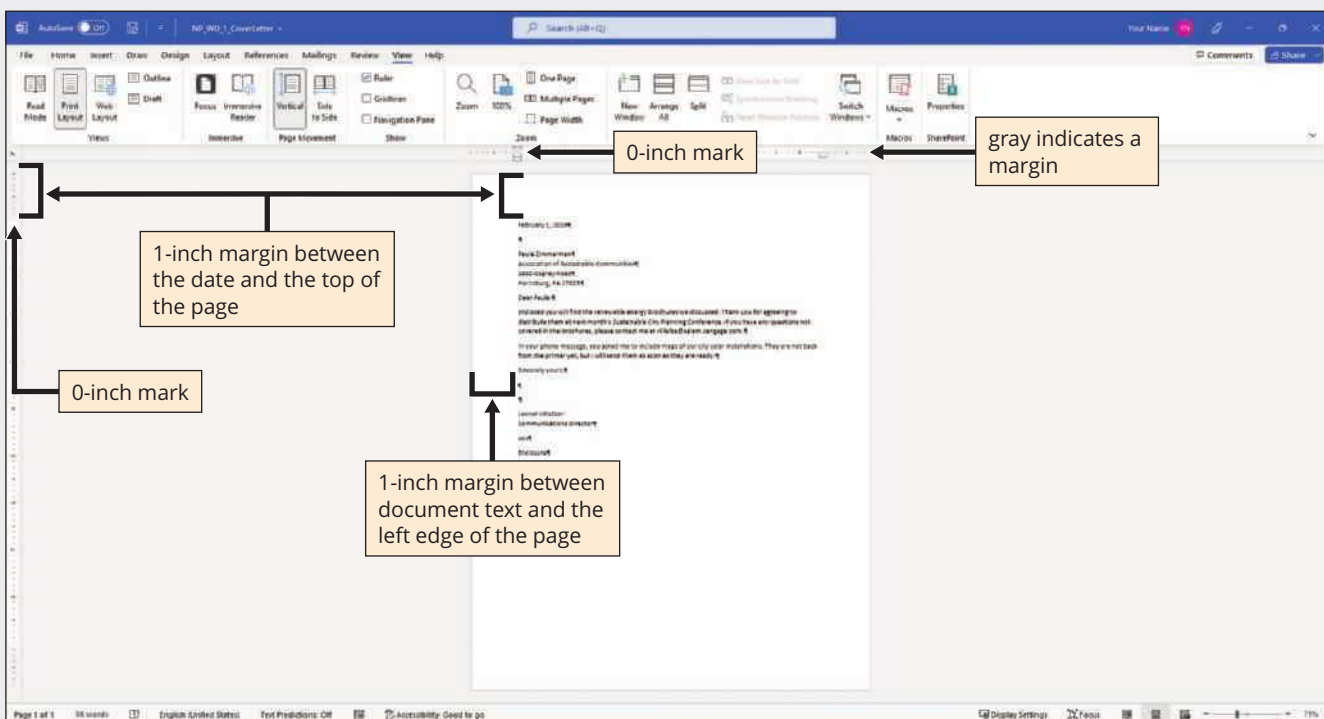
On the rulers, the margins appear gray. By default, Word documents include 1-inch margins on all sides of the document. By looking at the vertical ruler, you can see that the date in the letter, the first line in the document, is located 1 inch from the top of the page. Likewise, the horizontal ruler indicates the document text begins 1 inch from the left edge of the page.

Reading the measurements on the rulers can be tricky at first. On the horizontal ruler, the 0-inch mark is like the origin on a number line. You measure from the 0-inch mark to the left or to the right. On the vertical ruler, you measure up or down from the 0-inch mark.

Leonel plans to print the letter on the Department of Urban Development letterhead, which includes the department's address. To allow more blank space for the letterhead, and to move the text down so that it doesn't look so crowded at the top of the page, you need to increase the top margin. The settings for changing the page margins are located on the Layout tab on the ribbon.

To change the page margins:

1. On the ribbon, click the **Layout** tab. The Layout tab displays options for adjusting the layout of your document.

2. In the Page Setup group, click the **Margins** button. The Margins gallery opens, as shown in Figure 1–19.

Figure 1–19 Margins gallery
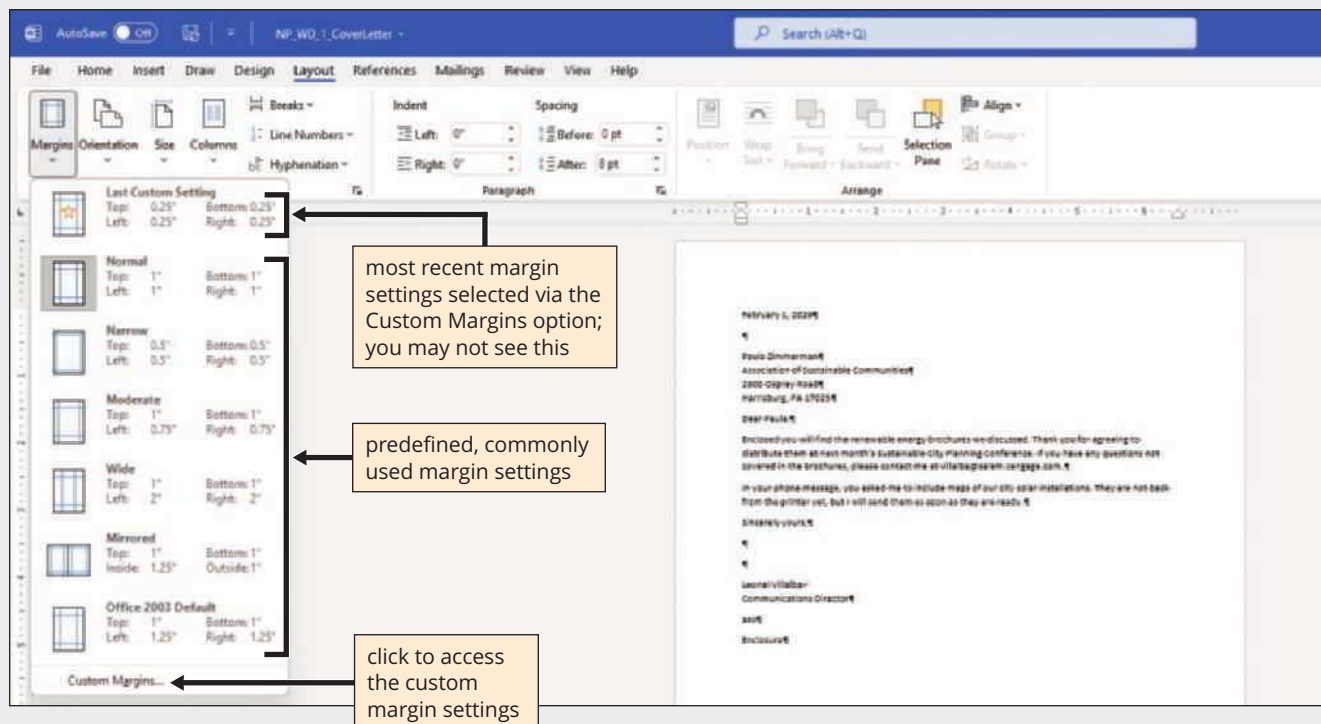
In the Margins gallery, you can choose from a number of predefined margin options, or you can click the Custom Margins command to select your own settings. After you create custom margin settings, the most recent set appears as an option at the top of the menu. For the current document, you will create custom margins.

3. Click **Custom Margins**. The Page Setup dialog box opens with the Margins tab displayed. The default margin settings are displayed in the boxes at the top of the Margins tab. The top margin of 1" is already selected, ready for you to type a new margin setting.

4. In the Top box in the Margins section, type **2.5**. You do not need to type an inch mark ("). Refer to Figure 1–20.

Figure 1–20   Creating custom margins in the Page Setup dialog box

enter a Top margin of 2.5

allows you to make this new margin setting the default for all new Word documents
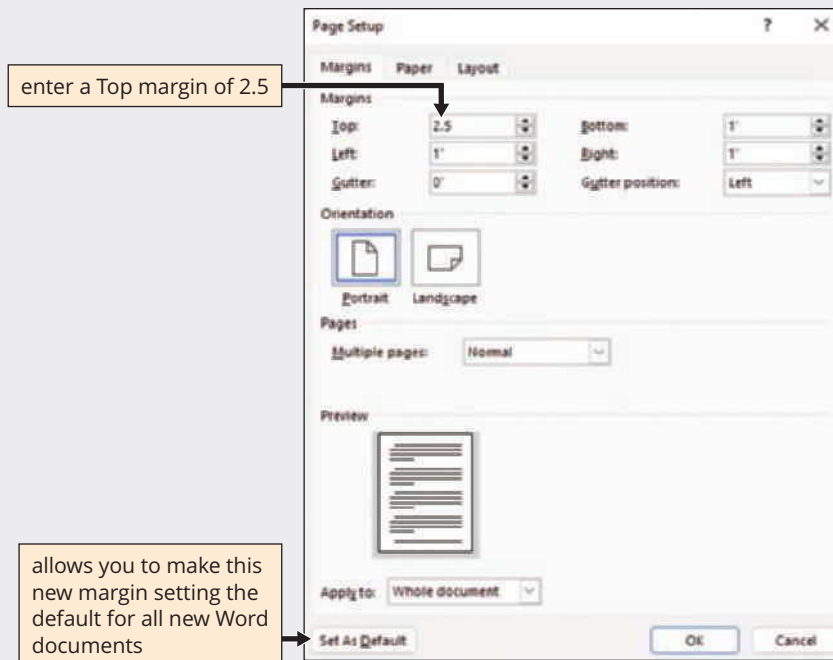
5. Click **OK**. The text of the letter is now lower on the page. The page looks less crowded, with room for the company's letterhead.

6. Save the document.

For most documents, the Word default of 1-inch margins is fine. In some professional settings, however, you might need to use a particular custom margin setting for all your documents. In that case, define the custom margins using the Margins tab in the Page Setup dialog box, and then click the Set As Default button to make your settings the default for all new documents. Keep in mind that most printers can't print to the edge of the page; if you select custom margins that are too narrow for your printer's specifications, Word alerts you to change your margin settings.

Previewing and Printing a Document

To make sure the document is ready to print, and to avoid wasting paper and time, you should first review it in Backstage view to make sure it will look right when printed. Like the One Page zoom setting you used earlier, the Print option in Backstage view displays a full-page preview of the document, allowing you to see how it will fit on the printed page. However, you cannot actually edit this preview. It simply provides one last opportunity to look at the document before printing.

To preview the document:

1. Increase the Zoom level to a setting that makes it easy for you to read the document, proofread it one last time, and correct any remaining errors.

2. Click the **File** tab to open Backstage view.

3. In the navigation pane, click **Print**.

The Print screen displays a full-page version of your document, showing how the letter will fit on the printed page. The Print settings to the left of the preview allow you to control a variety of print options. For example, you can change the number of copies from the default setting of "1." The 1 Page Per Sheet button opens a menu where you can choose to print multiple pages on a single sheet of paper or to scale the printed page to a particular paper size. You can also use the navigation controls at the bottom of the screen to display other pages in a document. Refer to Figure 1–21.

Figure 1–21   Print settings in Backstage view
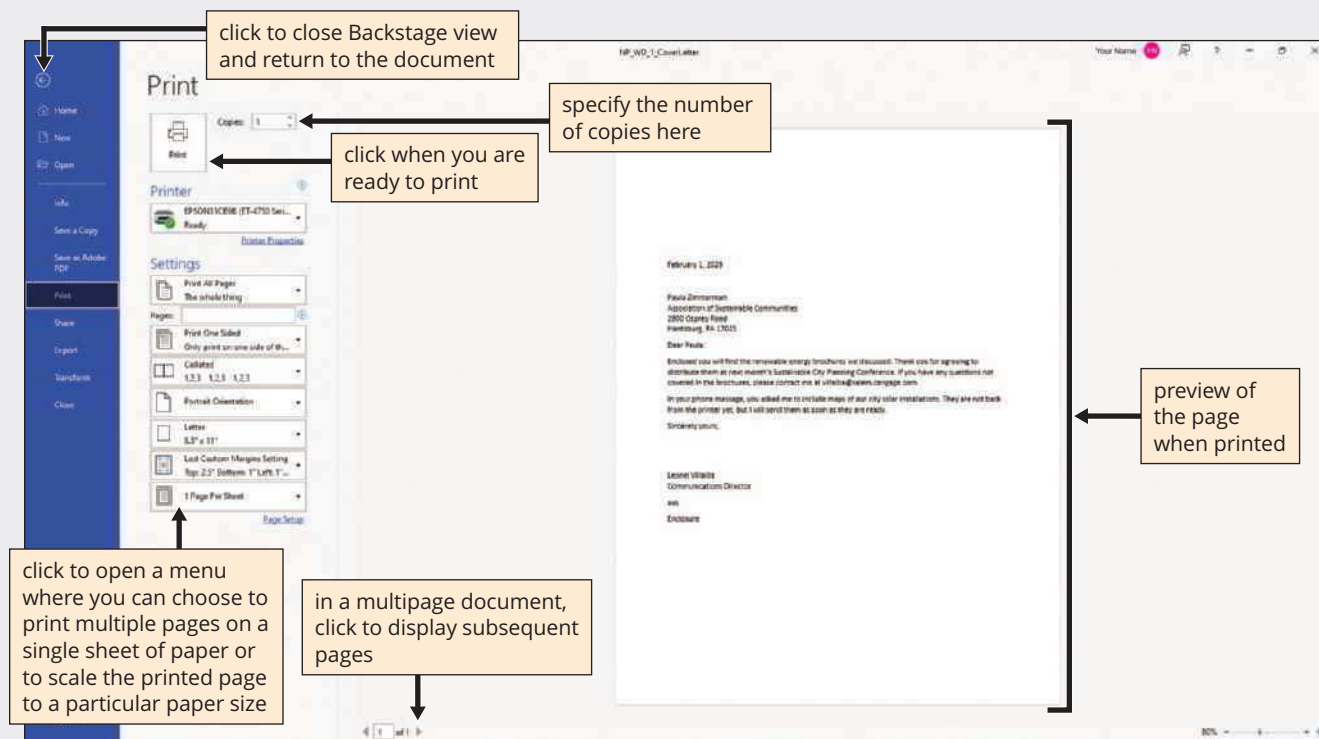
4. Review your document and make sure its overall layout matches that of the document in Figure 1–21. If you notice a problem with paragraph breaks or spacing, click the **Back** button ⊕ at the top of the navigation pane to return to the document, make any necessary changes, and then start again at Step 2.

At this point, you can print the document or you can leave Backstage view and return to the document in Print Layout view. In the following steps, you should print the document only if your instructor asks you to. If you will be printing the document, make sure your printer is turned on and contains paper.

To leave Backstage view or to print the document:

1. Click the **Back** button ⊕ at the top of the navigation pane to leave Backstage view and return to the document in Print Layout view, or click the **Print** button. Backstage view closes, and the letter prints if you clicked the Print button.

2. **sam↑** Click the **File** tab, and then click **Close** in the navigation pane to close the document without closing Word.

Next, Leonel asks you to create an envelope he can use to send an energy conservation report to an environmental engineering publication.

Creating an Envelope

Before you can create the envelope, you need to open a new, blank document. To create a new document, you can start with a blank document—as you did with the letter to Paula Zimmerman—or you can start with one that already contains formatting and generic text commonly used in a variety of professional documents, such as a fax cover sheet or a memo. These preformatted files are called **templates**. You could use a template to create a formatted envelope, but to create a basic envelope for a business letter, it's better to start with a new, blank document.

To create a new document for the envelope:

1. Click the **File** tab, and then click **New** in the navigation pane. The New screen is similar to the one you saw when you first started Word, with a blank document in the upper-left corner, along with a variety of templates. Refer to Figure 1–22.

Figure 1–22 New options in Backstage view
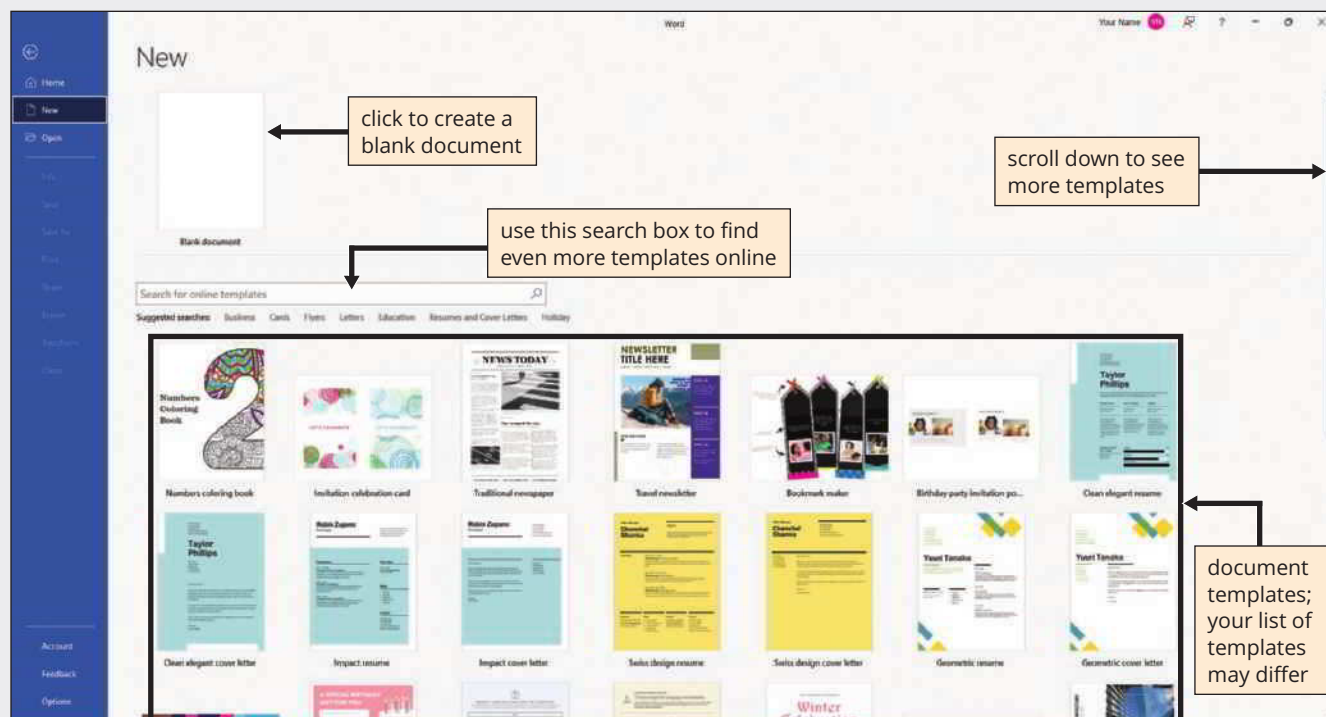
2. Click **Blank document**. A new document named Document2 opens in the document window, with the Home tab selected on the ribbon.

3. If necessary, display nonprinting characters and the rulers.

4. Save the new document as **NP_WD_1_ JournalEnvelope** in the location specified by your instructor.

To create the envelope:

1. On the ribbon, click the **Mailings** tab. The ribbon changes to display the various Mailings options.

2. In the Create group, click the **Envelopes** button. The Envelopes and Labels dialog box opens, with the Envelopes tab displayed. The insertion point appears in the Delivery address box, ready for you to type the recipient's address. Depending on how your computer is set up, and whether you are working on your own computer or a school computer, the Return address box might contain an address.

3. In the Delivery address box, type the following address, pressing **ENTER** to start each new line:

   Nina Petrenko

   Journal of Environmental Urban Engineering

   600 Bridgerton Street

   Dallas, TX 75001

   Because Leonel will be using the department's printed envelopes, you don't need to print a return address on this envelope.

4. Click the **Omit** check box to insert a checkmark, if necessary.

At this point, if you had a printer stocked with envelopes, you could click the Print button to print the envelope. To save an envelope for printing later, you need to add it to the document. Your Envelopes and Labels dialog box should match the one in Figure 1–23.

Figure 1–23   Envelopes and Labels dialog box
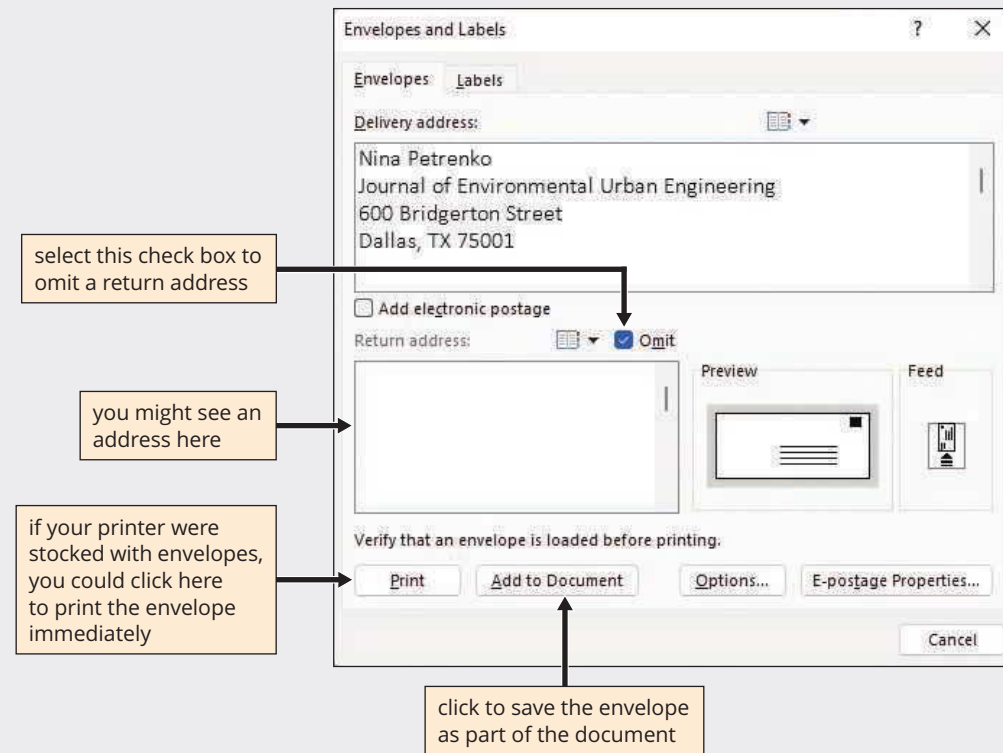
5. Click **Add to Document**. The dialog box closes, and you return to the document window. The envelope is inserted at the top of your document, with 1.0 line spacing. The double line with the words "Section Break (Next Page)" is related to how the envelope is formatted and will not be visible when you print the envelope. The envelope will print in the standard business envelope format. In this case, you added the envelope to a blank document, but you could also add an envelope to a completed letter, in which case Word adds the envelope as a new page before the letter.

6. Save the document. Leonel will print the envelope later, so you can close the document now.

7. Click the **File** tab, and then click **Close** in the navigation pane. The document closes, but Word remains open.

You're finished creating the cover letter and the envelope. In the next part of this module, you will modify a flyer by formatting the text and adding a photo.

Insight

Creating Documents with Templates

Microsoft offers predesigned templates for all kinds of documents, including calendars, reports, and thank-you cards. You can use the scroll bar on the right of the New screen (shown earlier in Figure 1–22) to scroll down to display more templates, or you can use the Search for online templates box in the New screen to search among thousands of other options available at Microsoft365.com. When you open a template, you actually open a new document containing the formatting and text stored in the template, leaving the original template untouched. A typical template includes placeholder text that you replace with your own information.

Templates allow you to create stylish, professional-looking documents quickly and easily. To use them effectively, however, you need to be knowledgeable about Word and its many options for manipulating text, graphics, and page layouts. Otherwise, the complicated formatting of some Word templates can be more frustrating than helpful. As you become a more experienced Word user, you'll learn how to create your own templates.

Part 1.1 Quick Check

1. What feature displays the rest of the word you are typing directly in the document and allows you to press the Tab key to accept the suggestion?

2. Explain how to display nonprinting characters.

3. In a block-style letter, does the date appear above or below inside address?

4. Explain how to remove a hyperlink from a Word document.

5. Define the term "paragraph spacing."

6. Explain how to display a shortcut menu with options for correcting a word with a wavy red underline.

Part 1.2 Visual Overview: Formatting a Document

Alignment buttons control the text's **alignment**—that is, the way it lines up horizontally between the left and right margins. Here, the Center button is selected because the text containing the insertion point is center-aligned.

You can click the Clear All Formatting button to restore selected text to the default font, font size, and color.

Clicking the Format Painter button displays the Format Painter pointer, which you can use to copy formatting from the selected text to other text in the document.

The Font group on the Home tab includes the Font box and the Font size box for setting the font and the font size, respectively. A **font** is a set of characters that uses the same typeface.

You click the Shading arrow to apply a colored background to a selected paragraph.

You use the Borders arrow to apply an outline to the selected paragraph. The image on the Borders button reflects the most recently used Border option.

The document has a landscape orientation, meaning it is wider than it is tall.

You can insert a photo or another type of picture in a document by using the **Pictures button** located on the Insert tab of the ribbon. After you insert a photo or another picture, you can format it with a style that adds a border or a shadow or changes its shape.

The boldface and blue font color applied to this text are examples of formatting that you should use sparingly to draw attention to a specific part of a document.

The white font color used on this text is an example of **character formatting** because it affects individual characters.
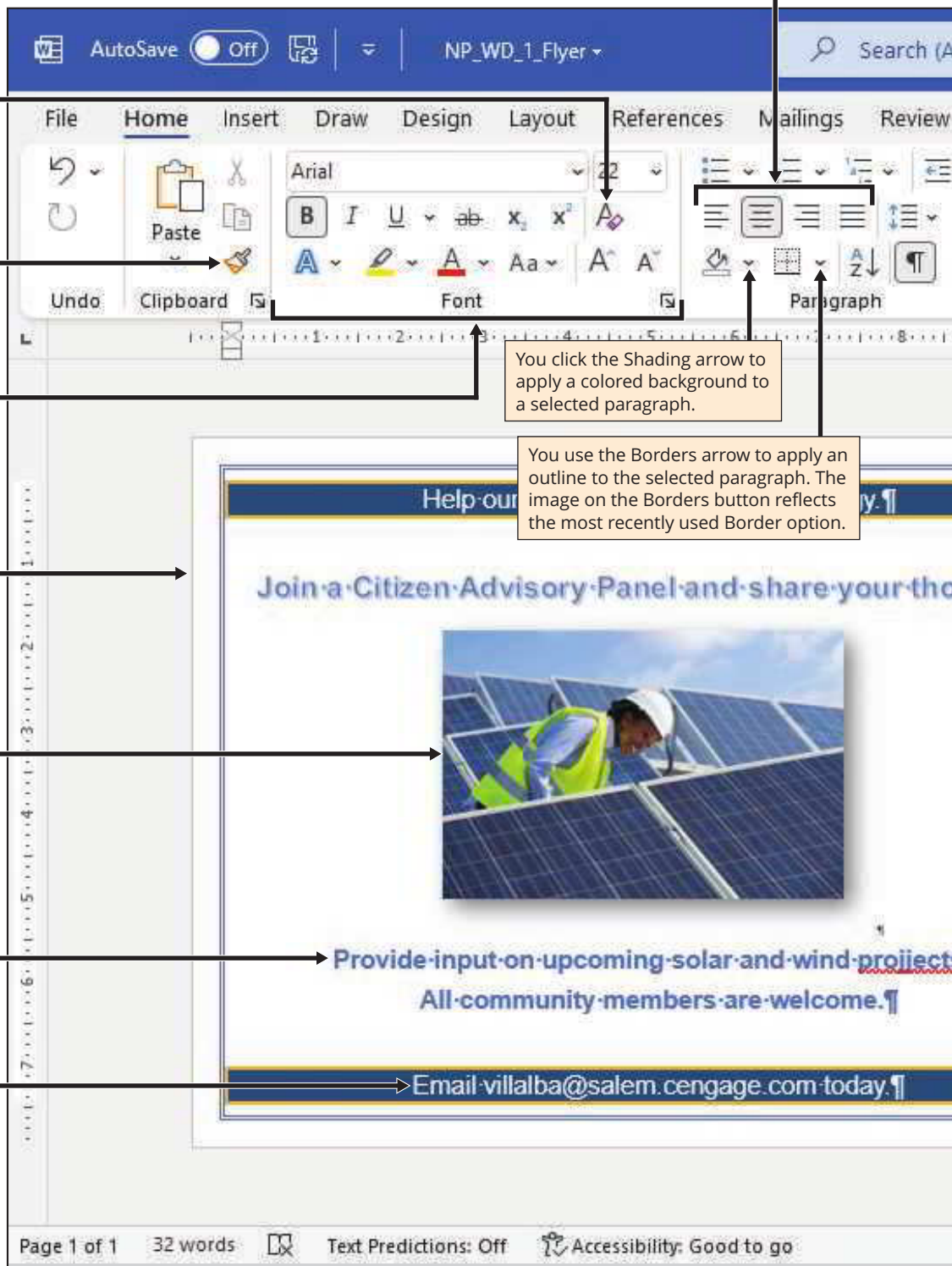
iStock.com/RuslanDashinsky

You can enter a keyword in the Search box and get access to Word features and commands; you can also look up information in **Microsoft Word Help**.

A **pane** is a window that helps you navigate through a complex task or feature. This one, the **Editor pane**, opens when you click the Editor button in the Editor group on the Home tab or the Proofing group on the Review tab. You can use it to correct spelling and grammar errors.

The gold border and dark blue shading around this paragraph are examples of **paragraph formatting** because they affect the entire paragraph.

A **page border** is an eye-catching option for a flyer, but don't use one on a formal document.

The blue font color and white outline used for this paragraph are examples of **text effects**, special visual enhancements such as outlines, shading, shadows, and reflections that you add to the text's font.

A misspelled word is highlighted in the document. The Editor pane indicates the document contains one spelling error.

The Editor pane displays check marks for refinement issues, indicating no refinement problems in this document.

Editor pane interface showing:
- Search (Alt+Q)
- Your Name YN
- Review, View, Help
- Comments, Share
- Styles, Editing, Dictate, Sensitivity, Editor, Reuse Files
- Voice, Sensitivity, Editor, Reuse Files
- Editor
- Editor Score — Calculated at 100 words
- Formal writing
- Corrections
  - Spelling — 1
  - Grammar — ✓
- Refinements
  - Clarity — ✓
  - Conciseness — ✓
  - Formality — ✓
- Focus, 50%

Opening an Existing Document

In this part of the module, you'll complete a flyer encouraging community members to join a citizen advisory panel. Leonel has already typed the text of the flyer, inserted a photo into it, and saved it as a Word document. He would like you to check the document for spelling and grammar errors, format the flyer to make it eye-catching and accessible for all readers, and then replace the current photo with a new one. You'll start by opening the document.

To open the flyer document:

1. **sam↓** On the ribbon, click the **File** tab to open Backstage view, and then click **Open** in the navigation pane. On the left side of the Open screen is a list of places you can go to locate other documents, and on the right is a list of recently opened documents.

   ▌ **Trouble?** If you closed Word at the end of the previous part, start Word now, click Open in the navigation pane in Backstage view, and then begin with Step 2.

2. Click the **Browse** button. The Open dialog box opens.

   ▌ **Trouble?** If your instructor asked you to store your files to your OneDrive account, click OneDrive, and then log in to your account.

3. Navigate to the **Word1 > Module** folder included with your Data Files, click **NP_WD_1-1.docx** in the file list, and then click **Open**. The document opens with the insertion point blinking in the first line of the document.

   ▌ **Trouble?** If you see a yellow bar at the top of the document window with a message that begins "PROTECTED VIEW," click the Enable Editing button.

Before making changes to Leonel's document, you will save it with a new name. Saving the document with a different file name creates a copy of the file and leaves the original file unchanged in case you want to work through the module again.

To save the document with a new name:

1. On the ribbon, click the **File** tab.

2. In the navigation pane in Backstage view, click **Save As**. Save the document as **NP_WD_1_EnergyFlyer** in the location specified by your instructor. Backstage view closes, and the document window appears again with the new file name in the title bar. The original NP_WD_1-1.docx document closes, remaining unchanged.

Proskills

Decision Making: Creating Effective Documents

Before you create a new document or revise an existing document, take a moment to think about your audience. Ask yourself these questions:

- Who is your audience?
- What do they know?
- What do they need to know?
- How can the document you are creating change your audience's behavior or opinions?

Every decision you make about your document should be based on your answers to these questions. To take a simple example, if you are creating a flyer to announce an upcoming seminar on college financial aid, your audience would be students and their parents. They probably all know what the term "financial aid" means, so you don't need to explain that in your flyer. Instead, you can focus on telling them what they need to know—the date, time, and location of the seminar. The behavior you want to affect, in this case, is whether your audience will show up for the seminar. By making the flyer professional looking, you increase the chance that they will.

You might find it more challenging to answer these questions about your audience when creating more complicated documents, such as corporate reports. But the focus remains the same—connecting with the audience. As you are deciding what information to include in your document, remember that the goal of a professional document is to convey the information as effectively as possible to your target audience.

Before revising a document for someone else, it's a good idea to familiarize yourself with its overall structure.

To review the document:

1. Verify that the document is displayed in Print Layout view and that nonprinting characters and the rulers are displayed. For now, you can ignore the wavy underlines that appear in the document.

2. Change the Zoom level to **120%**, if necessary, and then scroll down, if necessary, so that you can read the last line of the document.

   At this point, the document is very simple. By the time you are finished, it will look like the document shown in the Part 1.2 Visual Overview, with the spelling and grammar errors corrected. Figure 1–24 summarizes the tasks you will perform.

Figure 1–24   Formatting changes requested by Leonel

increase the paragraph spacing after the first paragraph and format the paragraph with a gold border, dark blue shading, and white font

change the document layout so it is wider than it is tall

format the two paragraphs after the photo in bold, with a blue font color

Help our city invest in renewable energy.

Join a Citizen Advisory panel and share your thoughts.

format this paragraph with a text effect

replace the photo with a different one, and then add a shadow

add a blue page border

change the font for the entire document to Arial and increase the font size

Provide input on upcoming solar and wind projects.

All community members is absolutely welcome.

Email villalba@salem.cengage.com today.

decrease the paragraph spacing before the last paragraph, and format the paragraph with a gold border, dark blue shading, and white font

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You will start by correcting the spelling and grammar errors.

Using the Editor Pane

As you learned earlier in this module, Word marks possible spelling and grammar errors, as well as wordiness, with underlines so you can quickly go back and correct those errors. A more thorough way of checking the spelling in a document is to use the Editor pane to check a document word by word for a variety of errors. You can customize the spelling and grammar settings to add or ignore certain types of errors.

The suggestions displayed in the Editor pane are generated by **Microsoft Editor**, a feature built into all Microsoft 365 apps, including PowerPoint and Outlook. Microsoft Editor uses AI (artificial intelligence) to make specific suggestions appropriate for your document.

Leonel asks you to use the Editor pane to check the flyer for mistakes. Before you do, you'll review the various Spelling and Grammar settings.

To review the Spelling and Grammar settings:

1. On the ribbon, click the **File** tab, and then click **Options** in the navigation pane. (Note that depending on the size of your monitor, you might have to click More in the navigation pane and then click Options.) The Word Options dialog box opens. You can use this dialog box to change a variety of settings related to how Word looks and works.

2. In the left pane, click **Proofing**. The dialog box displays options for proofing a document. Note that there are two similar sections, one labeled "When correcting spelling in Microsoft Office programs" and one labeled "When correcting spelling and grammar in Word." Here you will focus on the Word settings.

3. Review the four selected options in the "When correcting spelling and grammar in Word" section. These options tell you that Word will check for misspellings, grammar errors, and frequently confused words as you type, marking them with wavy underlines as necessary.

4. Scroll down if necessary to display the two check boxes at the bottom of the dialog box, which you could select to hide any underlines in the current document calling attention to spelling or grammar errors.

> **Tip** It's never a good idea to select the "Hide spelling errors in this document only" check box. But if you find the Editor's suggestions about how to improve your writing style distracting, you could select the "Hide grammar errors in this document only" check box while you are writing a draft, and then deselect it later when you are ready to check the entire document all at once.

5. In the "When correcting spelling and grammar in Word" section, click **Settings**. The Grammar Settings dialog box opens, with "Grammar & Refinements" selected under "Writing style." Here you can control the types of errors Word checks for. Grammar errors include issues related to punctuation, subject-verb agreement, sentence fragments, and so on. Refinement errors include errors related to clarity, conciseness, formality, inclusive language, and vocabulary issues including cliches, profanity, and weak verbs.

6. Select all the check boxes in the Grammar section if they are not selected by default. Refer to Figure 1–25.

Figure 1–25   Grammar Settings dialog box

click to display settings related to proofing a document

select any unchecked boxes in the Grammar section so all the boxes are checked

click to recheck words that you chose to ignore in a previous spelling and grammar check

default selection displays both grammar and refinement errors

scroll down to see the refinement errors Word can check for

click to display the Grammar Settings dialog box

7. Scroll down and select all the Formality boxes if they are not selected by default.

8. Click **Cancel** to close the Grammar Settings dialog box and return to the Word Options dialog box.

   Note that the results displayed in the Editor pane are sometimes hard to predict. For example, in some documents Word will mark a misused word or duplicate punctuation as an error and then fail to mark the same items as errors in another document. Also, if you choose to ignore a misspelling in a document and then, without closing Word, type the same misspelled word in another document, Word will probably not mark it as an error. Sometimes, if you change a document's line or paragraph spacing, Word will mark text as errors that it previously did not. These issues can be especially problematic

when working on a document typed by someone else. So to ensure that you get the best possible results, it's a good idea to click Recheck Document in the Word Options dialog box before you use the Editor pane.

9. Click the **Recheck Document** button, and then click **Yes** in the warning dialog box.

10. In the Word Options dialog box, click **OK** to close the dialog box. You return to the document.

Now you are ready to check the document's spelling and grammar. All errors marked with red underlines are considered spelling errors, while all errors marked with blue underlines are considered grammar errors. Errors marked with purple dotted underlines are considered errors related to a lack of conciseness. To begin checking the document, you'll use the Editor button in the Proofing group on the Review tab.

To check the document for spelling and grammar errors:

1. Press **CTRL+HOME**, if necessary, to move the insertion point to the beginning of the document, to the left of the "H" in "Help." By placing the insertion point at the beginning of the document, you ensure that Word will check the entire document from start to finish, without having to go back and check an earlier part.

2. On the ribbon, click the **Review** tab. The ribbon changes to display reviewing options.

3. In the Proofing group, click the **Editor** button. The Editor pane opens on the right side of the Word window, displaying information about the document in a series of boxes. Refer to Figure 1–26.

Figure 1–26   Editor pane

click to open the Editor pane

Editor pane

Editor score of 100 indicates the document is easy to read

Formal writing style is selected by default, but you could select Professional or Casual instead

spelling and grammar errors

no refinement errors indicated, but that could change after you correct spelling and grammar errors

scroll down to display more information about the document

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Depending on the size of your monitor, you might have to scroll down to see all the parts of the Editor pane listed here:

- **Editor Score**—This score indicates how easy the document is to read on a scale of 1 to 100, with 1 meaning difficult to read and 100 meaning easy to read.
- **"How formal will this document be?" list box**—This setting determines how the Editor evaluates the document text. "Formal writing" is selected by default, indicating that the Editor is applying all the grammar and refinement rules selected in the Grammar Settings dialog box you reviewed earlier. You could click the arrow and select "Professional" (which applies most of the selected grammar and refinement rules) or "Casual" (which applies the fewest grammar and refinement rules) instead.
- **Corrections**—This section lists the number of spelling and grammar errors.
- **Refinements**—This section may indicate potential ways to improve the document text. The suggestions here may change after you correct any grammar and spelling errors.
- **Similarity**—Clicking "Check for similarity to online sources" initiates an online search for text that matches the document text. This can be useful if you suspect you are reviewing a document that contains text taken from another source without a citation. Note that this option might not be available in your installation of Word.
- **Insights**—You can click "Document stats" to view statistics about the current document, such as word and character counts and readability statistics.

To finish checking the document for spelling and grammar errors:

1. Scroll back up to the top of the Editor pane, if necessary, and then, in the Corrections box, click **Spelling**. Now the Editor pane displays information about the first error. As in the document, the word "renewwable" is underlined in red as a possible spelling error. To the right of the sentence in the Editor pane is a speaker icon, which you can click to hear the sentence read aloud. Below, in the Suggestions box, is the correctly spelled word "renewable." You might also see the definition of "renewable." The incorrectly spelled word "renewwable" is also highlighted in gray in the document. Note that below the Suggestions list, you also have the option to ignore the highlighted error once, ignore it every time it appears in the document, or add it to Word's dictionary. Refer to Figure 1–27.

Figure 1–27   Correcting errors in the Editor pane
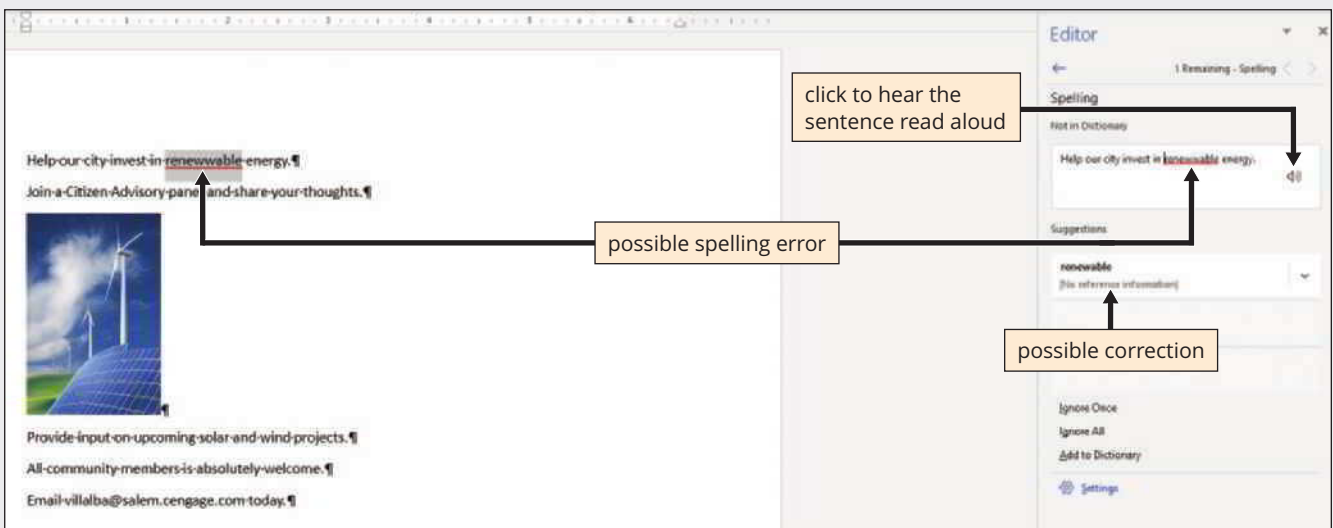
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2. In the Editor pane, click the arrow next to "renewable" in the Suggestions list. A menu of options allows you to hear the correction read aloud or spelled out, change all instances of the highlighted word in the document to "renewable," or add the highlighted word to the list of words that should be corrected automatically using the AutoCorrect feature.

3. Press **Esc** to close the menu, and then click the **renewable** suggestion. The misspelled word "renewwable" is replaced with "renewable," and "Grammar" is selected in the Corrections box, indicating that Word is ready to correct the grammar error next. Note that Word does not always correct errors in the order they are listed in the Editor pane; sometimes it's necessary to scroll up or down in the Editor pane to make sure you have responded to every error.

4. In the Corrections box, click **Grammar**. Word highlights the word "is" in the second to last paragraph, indicating another possible error. The explanation near the top of the pane indicates that Word has detected a problem related to using a singular or plural word.

5. In the Suggestions list, click **are**. The Refinements box now indicates that the document contains one conciseness error.

6. In the Refinements box, click **Conciseness**. In the document, Word highlights the phrase "absolutely welcome."

7. In Suggestions list in the Editor pane, click **welcome**. Word deletes the unnecessary word "absolutely," and a dialog box opens, indicating that you have finished reviewing the Editor's suggestions.

   Tip For any type of error, if the Editor pane does not display the correction you want, you can click the highlighted word in the document, type a correction, and then click Resume in the Editor pane.

8. Click **OK** to close the dialog box.

To review a document's readability statistics and learn even more about a document, you can use Editor pane's Insights box. Leonel wants you to try that now.

To review the document's readability statistics:

1. Scroll down in the Editor pane to display the Insights box, click **Document stats**, and then click **OK** in the dialog box that asks you if you want to continue. The Readability Statistics dialog box opens with detailed information about Leonel's flyer, including word and character counts, average words per sentence, and readability statistics.

2. Click **OK** to close the Readability Statistics dialog box, and then close the Editor pane.

Proskills

Written Communication: Proofreading Your Document

The many Grammar & Refinements options in the Grammar Settings dialog box allow you to fine-tune the issues you want the Editor to focus on. For example, you could use the Inclusiveness options to check for ethnic slurs or terms that make unnecessary assumptions about age, gender, and other issues. The Editor only makes suggestions, which you are free to accept or ignore. If you selected the Gender Bias check box, for example, the Editor would suggest replacing "mailman" with "mail carrier." Note that the items flagged by the Editor in response to your selections in the Grammar Settings dialog box may not be consistent from one document to another.

But no matter how carefully you adjust the options in the Grammar Settings dialog box, the Editor won't always catch every error in a document, and it sometimes flags "errors" that are actually correct. This means there is no substitute for careful proofreading. Always take the time to read through your document to check for errors the Editor pane might have missed. Keep in mind that the Editor pane cannot pinpoint inaccurate phrases or poorly chosen words. You'll have to find those yourself. To produce a professional document, you must read it carefully several times. It's a good idea to ask one or two other people to read your documents as well; they might catch something you missed.

Also keep in mind that the Readability scores displayed in the bottom section of the Readability Statistics dialog box are not always accurate, especially for a document like Leonel's flyer, which consists of short, one-sentence paragraphs. Ultimately, it's up to you to make sure your document is written at a level that your intended audience can understand.

You still need to proofread the document. You'll do that next.

To proofread the document:

1. Review the document text for any remaining errors. In the second paragraph, change the lowercase "p" in "panel" to an uppercase "P."

2. In the last line of text, replace "villalba" with your last name, and then save the document. Including your name in the document will make it easier for you to find your copy later if you print it on a shared printer.

Now you're ready to begin formatting the document. You will start by turning the page so it is wider than it is tall. In other words, you will change the document's **orientation**.

Changing Page Orientation

Portrait orientation, with the page taller than it is wide, is the default page orientation for Word documents because it is the orientation most commonly used for letters, reports, and other formal documents. However, Leonel wants you to format the flyer in **landscape orientation**—that is, with the page turned so it is wider than it is tall—to better accommodate the photo. You can accomplish this task by using the Orientation button located on the Layout tab on the ribbon. After you change the page orientation, you will select narrower margins so you can maximize the amount of color on the page.

To change the page orientation:

1. Change the document Zoom level to **One Page** so you can see the entire document.

2. On the ribbon, click the **Layout** tab. The ribbon changes to display options for formatting the overall layout of text and images in the document.

3. In the Page Setup group, click the **Orientation** button, and then click **Landscape** on the menu. The document changes to landscape orientation.

4. In the Page Setup group, click the **Margins** button, and then click the **Narrow** option on the menu. The margins shrink from 1 inch to .5 inch on all four sides. Refer to Figure 1–28.

Figure 1–28   Document in landscape orientation with narrow margins

click to select either portrait or landscape orientation

margins are now .5 inch, instead of the default 1 inch

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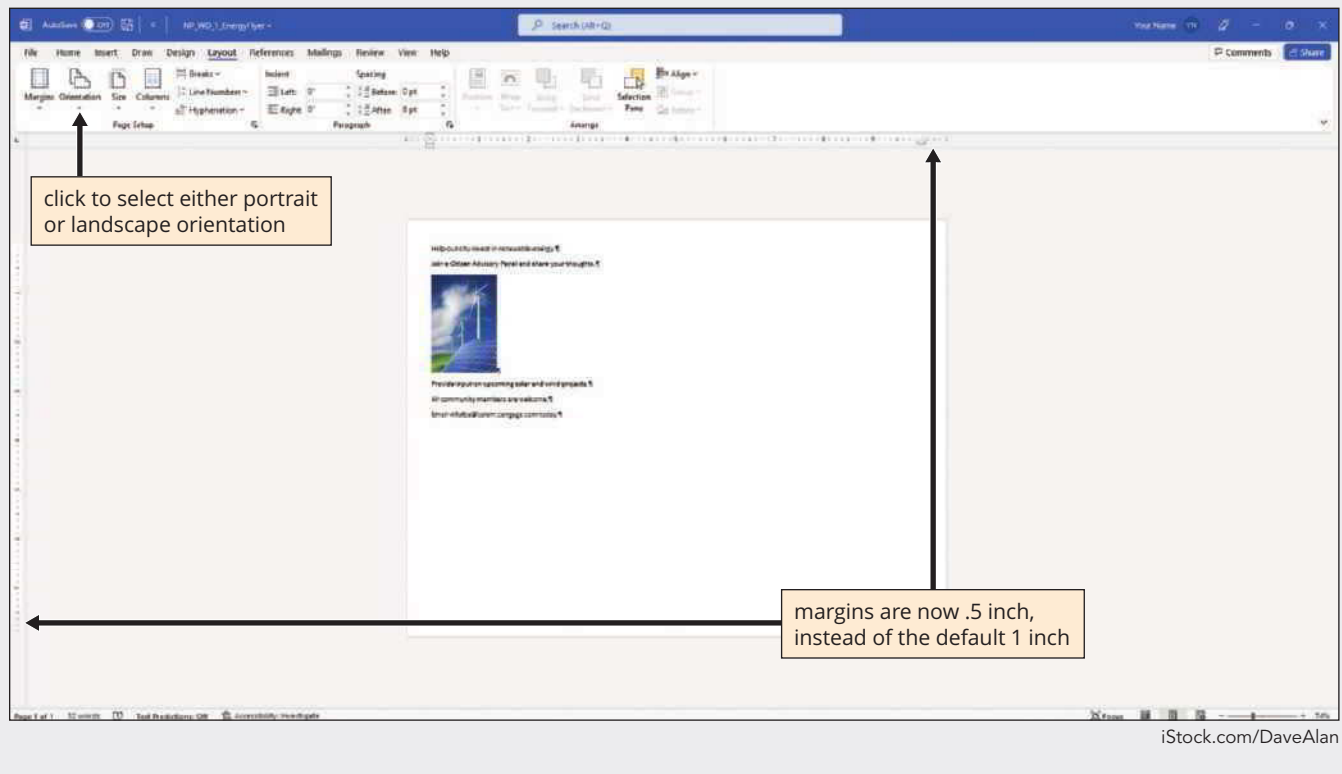
Changing the Font and Font Size

Leonel typed the document in the default font size, 11 point, and the default font, Calibri, but he would like to switch to the Arial font instead. Also, he wants to increase the size of all five paragraphs of text. To apply these changes, you start by selecting the text you want to format. Then you select the options you want in the Font group on the Home tab.

To change the font and font size:

1. Change the document Zoom level to **120%**.

2. On the ribbon, click the **Home** tab.

3. To verify that the insertion point is located at the beginning of the document, press **CTRL+HOME**.

4. Press and hold **SHIFT**, and then click to the right of the second paragraph marker, at the end of the second paragraph of text. The first two paragraphs of text are selected, as shown in Figure 1–29.

Figure 1–29   Selected text, with default font displayed in Font box
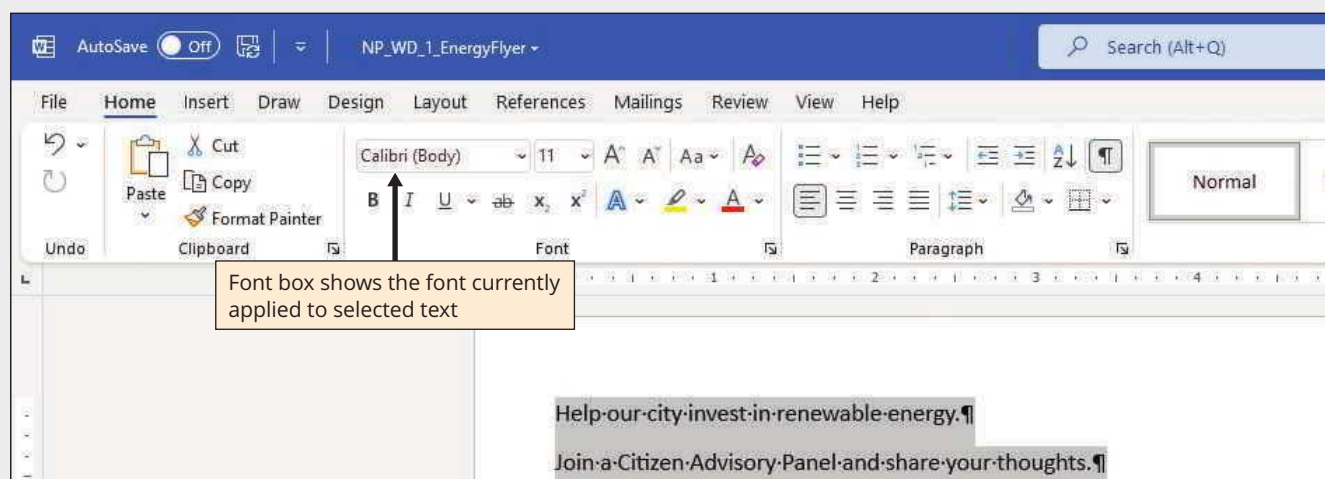
The Font box in the Font group displays the name of the font applied to the selected text, which in this case is Calibri. The word "Body" next to the font name indicates that the Calibri font is intended for formatting body text. **Body text** is ordinary text, as opposed to titles or headings.

5. In the Font group on the Home tab, click the **Font arrow**. A list of available fonts appears, with Calibri Light and Calibri at the top of the list. Calibri is highlighted in gray, indicating that this font is currently applied to the selected text. The word "Headings" next to the font name "Calibri Light" indicates that Calibri Light is intended for formatting headings.

Below Calibri Light and Calibri, you might see a list of fonts that have been used recently on your computer, followed by a complete alphabetical list of all available fonts. (You won't see the list of recently used fonts if you just installed Word.) You need to scroll the list to see all the available fonts. Each name in the list is formatted with the relevant font. For example, the name "Arial" appears in the Arial font. Refer to Figure 1–30.

Figure 1–30   Font list
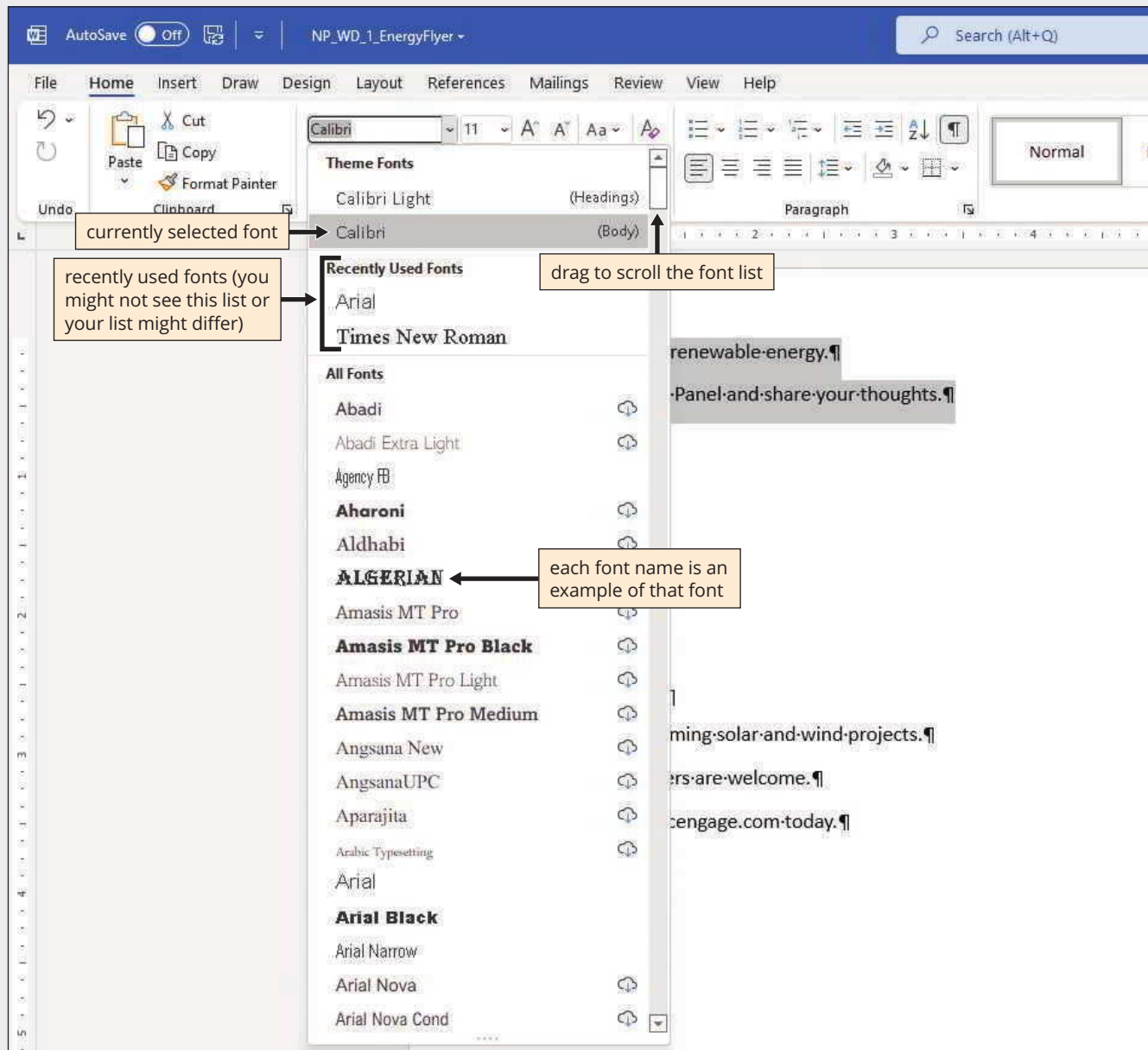
6. Without clicking, move the pointer over a dramatic-looking font in the font list, such as Algerian or Arial Black, and then move the pointer over another font.

   The selected text in the document changes to show a Live Preview of the font the pointer is resting on. **Live Preview** shows the results that would occur in your document if you clicked the option you are pointing to.

7. When you are finished reviewing the Font list, click **Arial**. The Font menu closes, and the selected text is formatted in Arial.

   Next, you will make the text more eye-catching by increasing the font size. The Font Size box currently displays the number "11," indicating that the selected text is formatted in 11-point font.

8. Verify that the first two paragraphs are still selected, and then click the **Font Size arrow** in the Font group to display a menu of font sizes. As with the Font menu, you can move the pointer over options in the Font Size menu to display a Live Preview of that option in the document.

9. On the Font Size menu, click **22**. The selected text increases significantly in size, and the Font Size menu closes.

10. Select the three paragraphs of text below the photo, format them in the Arial font, and then increase the paragraph's font size to 22 points.

11. Click a blank area of the document to deselect the text, and then save the document.

Keep in mind that to restore selected text to its default appearance, you can click the Clear All Formatting button in the Font group on the Home tab.

Leonel examines the flyer and decides he would like to apply more character formatting, which affects the appearance of individual characters, in the middle three paragraphs. After that, you can turn your attention to paragraph formatting, which affects the appearance of the entire paragraph.

Applying Text Effects, Font Colors, and Font Styles

For formal, professional documents, you typically only need to use **bold** or *italic* to make a word or paragraph stand out. Occasionally you might need to underline a word. To apply these forms of character formatting, select the text you want to format, and then click the Bold, Italic, or Underline button in the Font group on the Home tab. To really make text stand out, you can use text effects. You access these options by clicking the Text Effects and Typography button in the Font group on the Home tab. Keep in mind that text effects can be very dramatic.

Leonel suggests applying text effects to the second paragraph.

To apply text effects to the second paragraph:

1. Scroll up, if necessary, to display the beginning of the document, and then click in the selection bar to the left of the second paragraph. The entire second paragraph is selected.

2. In the Font group on the Home tab, click the **Text Effects and Typography** button ⒜.

   A gallery of text effects appears. Options that allow you to fine-tune a particular text effect, perhaps by changing the color or adding an even more pronounced shadow, are listed below the gallery. A **gallery** is a menu or grid that shows a visual representation of the options available when you click a button.

3. Place the pointer over the blue letter "A." This displays a ScreenTip with the text effect's full name: Fill: Blue, Accent color 5; Outline: White, Background color 1; Hard Shadow: Blue, Accent color 5. A Live Preview of the effect appears in the document. Refer to Figure 1–31.

Figure 1–31   Live Preview of a text effect

Text Effects and Typography button

options for fine-tuning a text effect

point to this text effect
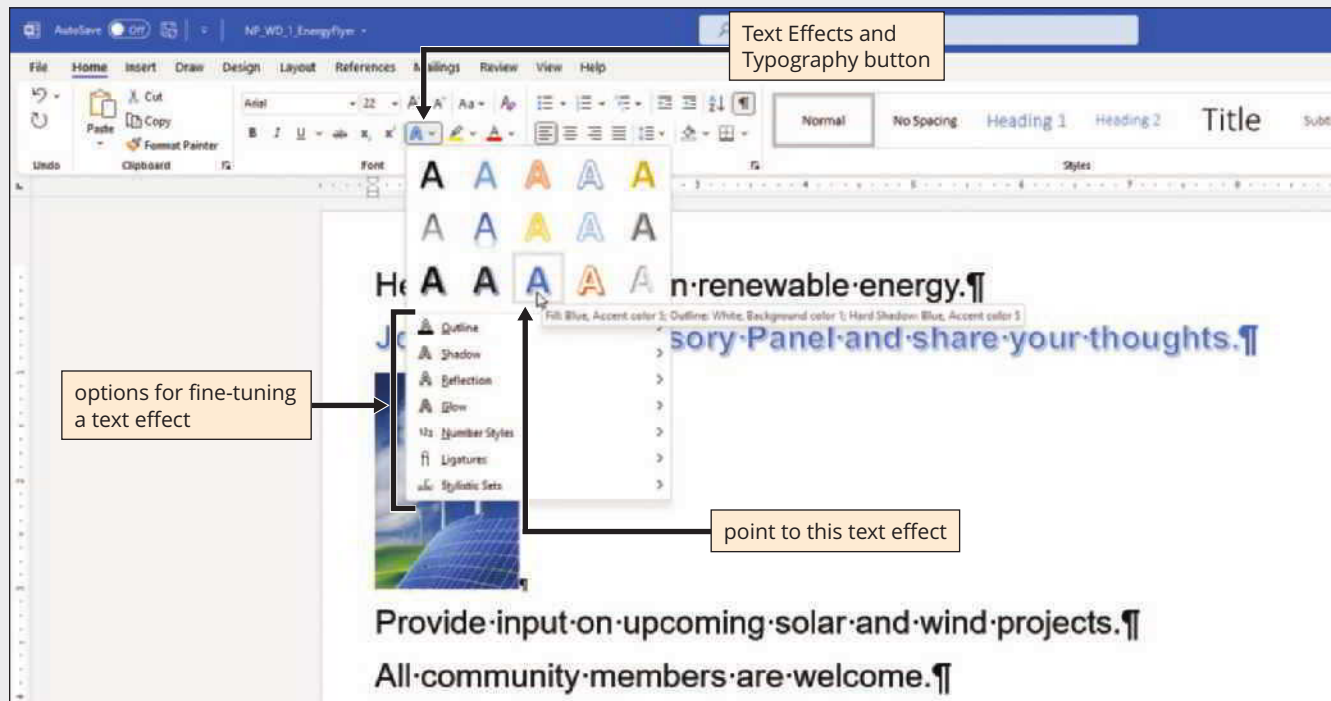
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4. Click the blue letter "A." The text effect is applied to the selected paragraph, and the Text Effects gallery closes. The second paragraph is formatted in blue with a white outline, as shown in the Part 1.2 Visual Overview. On the ribbon, the Bold button in the Font group is now highlighted because bold formatting is part of this text effect.

Next, to make the text stand out a bit more, you'll increase the font size. This time, instead of using the Font Size button, you'll use a different method.

5. In the Font group, click the **Increase Font Size** button $\boxed{A^{\wedge}}$. The font size increases from 22 points to 24 points, which is the next higher font size on the Font menu.

6. Click the **Increase Font Size** button $\boxed{A^{\wedge}}$ again. The font size increases to 26 points, which is the next higher font size on the Font menu. If you need to decrease the font size of selected text, you can use the Decrease Font Size button. Each time you click the Decrease Font Size button, the font decreases to the next lower font size on the Font menu.

Leonel asks you to emphasize the third and fourth paragraphs by adding bold and a blue font color.

To apply a font color and bold:

1. Select the third and fourth paragraphs of text, which contain the text "Provide input on upcoming solar and wind projects. All community members are welcome."

2. In the Font group on the Home tab, click the **Font Color arrow** $\boxed{A \vee}$. A gallery of font colors appears. Black is the default font color and appears at the top of the Font Color gallery, with the word "Automatic" next to it.

The options in the Theme Colors section of the menu are complementary colors that work well when used together in a document. The options in the Standard Colors section are more limited. For more advanced color options, you could use the More Colors or Gradient options. Leonel prefers a simple blue.

> **Trouble?** If the third and fourth paragraphs turned red, you clicked the Font Color button $\boxed{A}$ instead of the arrow next to it. On the Quick Access Toolbar, click the Undo button $\boxed{\circlearrowleft}$, and then repeat Step 2.

3. In the Theme Colors section, place the pointer over the square that's second from the right in the top row. A ScreenTip with the color's name, "Blue, Accent 5," appears. A Live Preview of the color appears in the document, where the text you selected in Step 1 now appears formatted in blue. Refer to Figure 1–32.

Figure 1–32   Font Color gallery showing a Live Preview
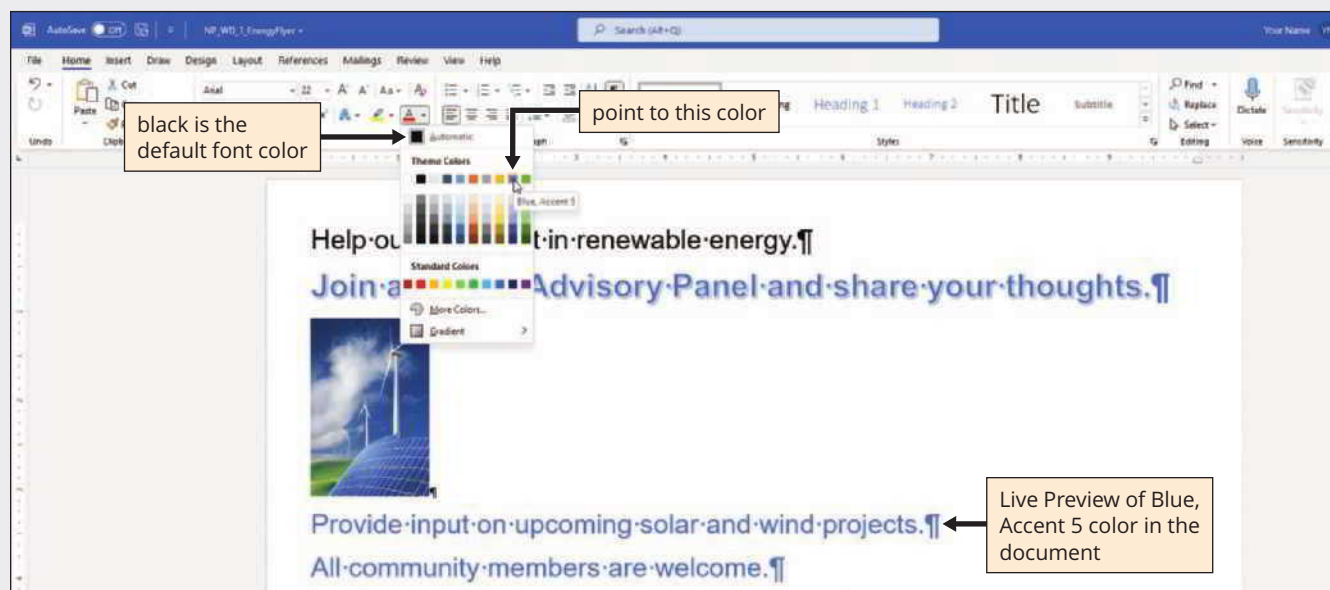
iStock.com/DaveAlan

4. Click the **Blue, Accent 5** square. The Font color gallery closes, and the selected text is formatted in blue. On the Font Color button, the bar below the letter "A" is now blue, indicating that if you select text and click the Font Color button, the text will automatically change to blue.

5. In the Font group, click the **Bold** button B . The selected text is now formatted in bold, with thicker, darker lettering.

Insight

Working with Theme Colors

You can display the name of a color by pointing to it. The colors in the top row of the Theme Colors section have names related to how Microsoft suggests using each color. For example, the white square in the top row (first on the left) is named "White, Background 1," and the light gray square in the top row (third from the left) is named "Gray, Background 2." This means they make good background colors in a document. The black square (second from the left in the top row), which is named "Black, Text 1," is the only theme color recommended for text. The remaining colors are considered good options for accent colors. For example, the green square (first on the right), is named "Green, Accent 6."

You will learn more about theme colors as you become a more experienced Word user. But for now, just keep in mind that the recommendations implied by the color names are just suggestions, and an informal document, like the flyer you are working on now, is a perfect opportunity to use accent colors for text. However, to make your document easy to read, it's important use a darker version of each theme color for text. The Theme Colors section in the color palette provide an array of colors in lighter and darker shades, with names that make that clear. For example, the light green square in the second row of the Themes color section (first on the right) is named "Green, Accent 6, Lighter 80%," while the dark green square in the bottom row of the Theme Colors section (first on the right), is named "Green, Accent 6, Darker 50%."

Next, you will complete some paragraph formatting, starting with paragraph alignment.

Aligning Text

Alignment refers to how text and graphics line up between the page margins. By default, text is **left-aligned** in Word. That is, the text is flush with the left margin, with the text along the right margin **ragged**, or uneven. By contrast, **right-aligned** text is aligned along the right margin and is ragged along the left margin. **Centered** text is positioned evenly between the left and right margins and is ragged along both the left and right margins. Finally, with **justified alignment**, full lines of text are spaced between both the left and the right margins, and no text is ragged. Text in newspaper columns is often justified. Refer to Figure 1–33.

Figure 1–33   Varieties of text alignment

left alignment

The term "alignment"
refers to the way a
paragraph lines up
between the margins. The
term "alignment" refers to
the way a paragraph lines
up between the margins.

right alignment

The term "alignment"
refers to the way a
paragraph lines up
between the margins.
The term "alignment"
refers to the way a
paragraph lines up
between the margins.

center alignment

The term
"alignment"
refers to the
way a
paragraph lines
up between
the margins.

justified alignment

The   term   "alignment"
refers   to   the   way   a
paragraph   lines   up
between   the   margins.
The   term   "alignment"
refers   to   the   way   a
paragraph   lines   up
between   the   margins.

The Paragraph group on the Home tab includes a button for each of the four major types of alignment described in Figure 1–33: the Align Left button, the Center button, the Align Right button, and the Justify button. To align a single paragraph, click anywhere in that paragraph, and then click the appropriate alignment button. To align multiple paragraphs, select the paragraphs first, and then click an alignment button.

You need to center all the text in the flyer now. You can center the photo at the same time.

To center-align the text:

1. Make sure the Home tab is still selected, and press **CTRL+A** to select the entire document.

    Key Step Use CTRL+A to select the entire document, instead of dragging the pointer. It's easy to miss part of the document when you drag the pointer.

2. In the Paragraph group, click the **Center** button ☰, and then click a blank area of the document to deselect the selected paragraphs. The text and photo are now centered on the page, similar to the centered text shown earlier in the Part 1.2 Visual Overview.

3. Save the document.

Adding a Paragraph Border and Shading

A **paragraph border** is an outline that appears around one or more paragraphs in a document. You can choose to apply only a partial border—for example, a bottom border that appears as an underline under the last line of text in the paragraph—or an entire box around a paragraph. You can select different colors and line weights for the border as well, making it more or less prominent as needed. You apply paragraph borders using the Borders button in the Paragraph group on the Home tab. **Shading** is background color that you can apply to one or more paragraphs and that can be used in conjunction with a border for a more defined effect. You apply shading using the Shading button in the Paragraph group on the Home tab.

Now you will apply a border and shading to the first paragraph, as shown earlier in the Part 1.2 Visual Overview. Then you will use the Format Painter to copy this formatting to the last paragraph in the document.

To add shading and a paragraph border:

1. Scroll up if necessary and select the first paragraph. Be sure to select the paragraph mark at the end of the paragraph.

2. On the Home tab, in the Paragraph group, click the **Borders arrow** ⊞ ▾. A gallery of border options appears, as shown in Figure 1–34. To apply a complete outline around the selected text, you use the Outside Borders option.

Figure 1–34   Border gallery

Bottom Border is the default

applies an outline around the selected paragraph or paragraphs
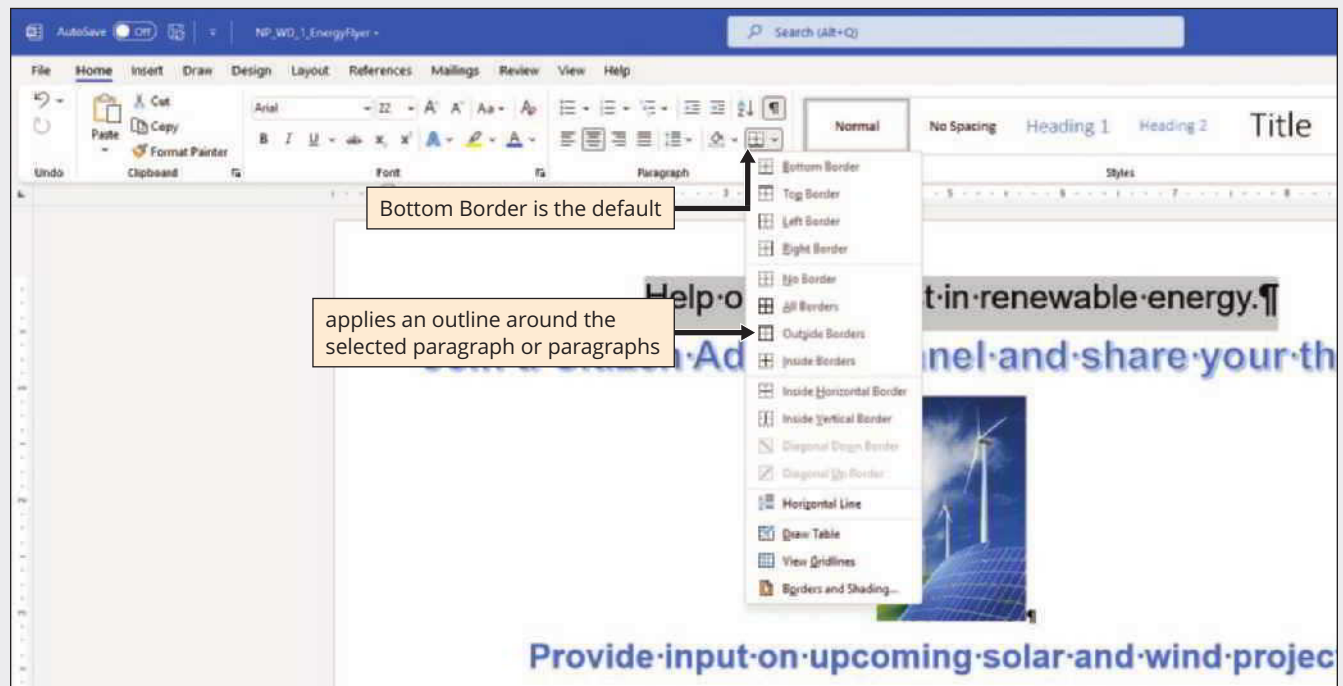
iStock.com/DaveAlan

Trouble? If the gallery does not open and instead the paragraph becomes underlined with a single underline, you clicked the Borders button ⊞ instead of the arrow next to it. On the Quick Access Toolbar, click the Undo button ↶ , and then repeat Step 2.

3. In the Border gallery, click **Outside Borders**. The menu closes and a black border appears around the selected paragraph, spanning the width of the page. In the Paragraph group, the Borders button ⊞ ▾ changes to show the Outside Borders option.

> **Trouble?** If the border around the first paragraph doesn't extend all the way to the left and right margins and instead encloses only the text, you didn't select the paragraph mark as directed in Step 1. Click the Undo button ↺ repeatedly to remove the border, and begin again with Step 1.

4. In the Paragraph group, click the **Shading arrow** ⬦⌄. A gallery of shading options opens, divided into Theme Colors and Standard Colors. You will use a shade of dark blue in the fifth column from the left.

5. In the bottom row in the Theme Colors section, move the pointer over the square in the fifth column from the left to display a ScreenTip that reads "Blue, Accent 1, Darker 50%." A Live Preview of the color appears in the document. Refer to Figure 1–35.

Figure 1–35   Shading gallery with a Live Preview displayed
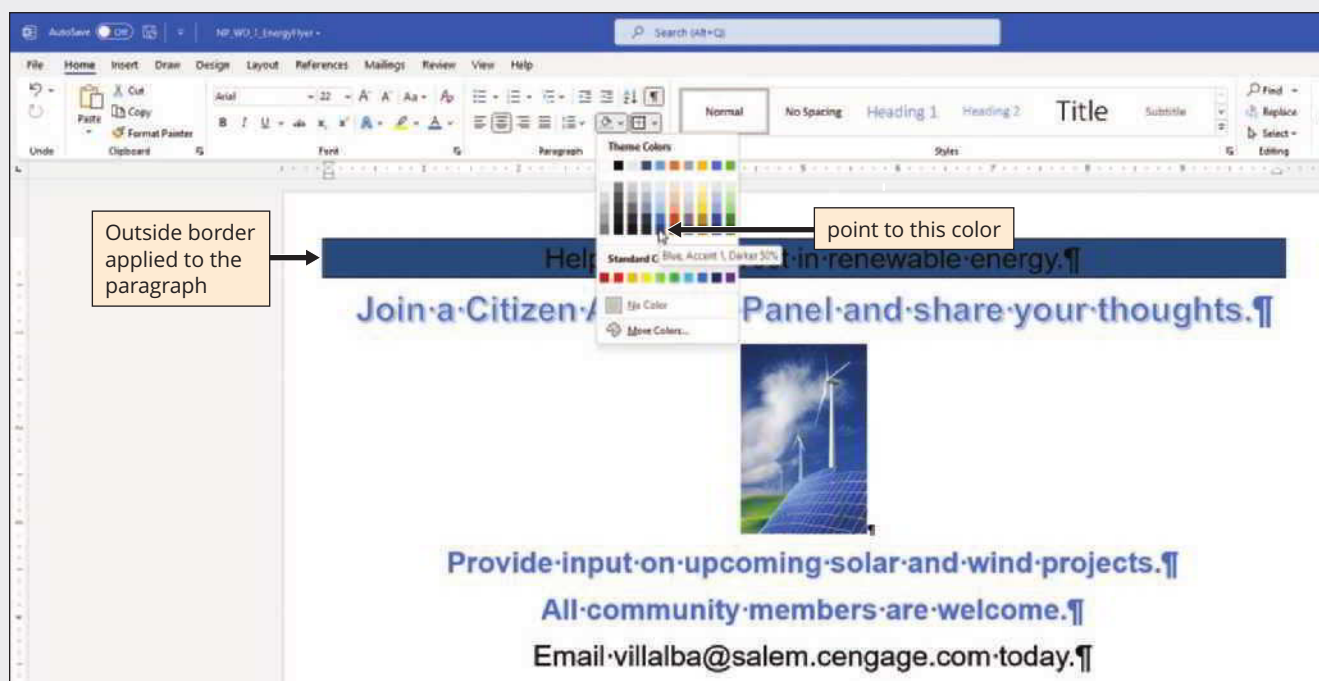
iStock.com/DaveAlan

6. Click the **Blue, Accent 1, Darker 50%** square to apply the shading to the selected text.

   On a dark background like the one you just applied, a white font creates a striking effect. Leonel asks you to change the font color for this paragraph to white.

7. Make sure the Home tab is still selected.

8. In the Font group, click the **Font Color arrow** A⌄ to open the Font Color gallery, and then click the **White, Background 1** square in the top row of the Theme Colors. The Font Color gallery closes, and the paragraph is now formatted with white font.

   > **Tip** If you select an extremely dark shading color, Word will automatically change the font color to white.

   The black paragraph border is hard to distinguish from the dark blue shading, so you will change the border to a different color. To make more advanced changes to borders or paragraph shading, you need to use the Borders and Shading dialog box.

9. Click the **Borders arrow** ⊞⌄ and then, at the bottom of the menu, click **Borders and Shading**. The Borders and Shading dialog box opens with the Borders tab displayed.

10. Click the **Color arrow** to open the Color gallery, and then click the **Gold, Accent 4** square, which is the third square from the right in the top row of the Theme Colors section.

    Next, to make the border more noticeable, you will increase its width.

11. Click the **Width arrow**, and then click **3 pt**. At this point, the settings in your Borders and Shading dialog box should match the settings in Figure 1–36.

Figure 1–36 Borders and Shading dialog box
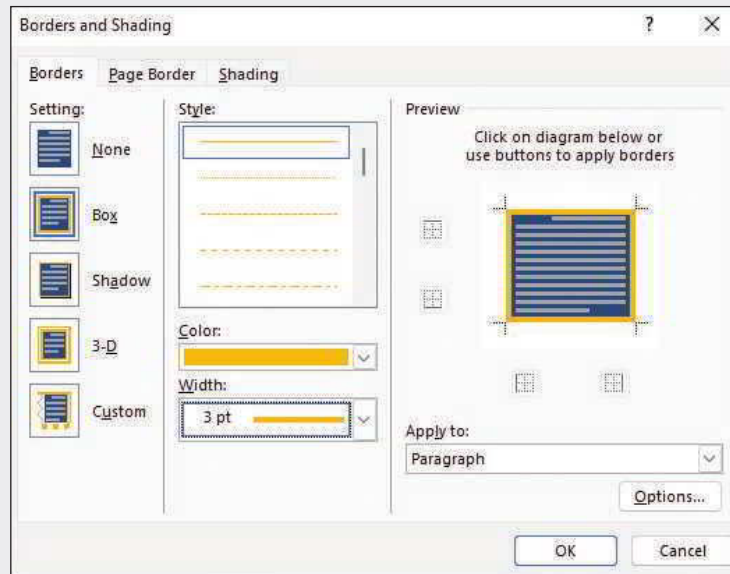
12. Click **OK** to close the Borders and Shading dialog box and return to the document.

13. Click a blank area of the document to deselect the text, review the change, and then save the document. The first paragraph is now formatted with a gold border, a dark blue background, and white text as shown in the Part 1.2 Visual Overview.

To add balance to the flyer, Leonel suggests formatting the last paragraph in the document with the same shading, border, and font color as the first paragraph. You'll do that next.

Copying Formatting with the Format Painter

You could select the last paragraph and then apply the border, shading, and font color one step at a time. But it's easier to copy all the formatting from the first paragraph to the last paragraph using the Format Painter button in the Clipboard group on the Home tab.

Reference

Using the Format Painter

- Select the text whose formatting you want to copy.
- On the Home tab, in the Clipboard group, click the Format Painter button, or to copy formatting to multiple sections of nonadjacent text, double-click the Format Painter button.
- The pointer changes to the Format Painter pointer, the I-beam pointer with a paintbrush.
- Click the words you want to format, or drag to select and format entire paragraphs.
- When you are finished formatting the text, click the Format Painter button again to turn off the Format Painter.

You'll use the Format Painter now.

To use the Format Painter:

1. Change the document Zoom level to **One Page** so you can easily see both the first and last paragraphs.

2. Select the first paragraph, which is formatted with the dark blue shading, the gold border, and the white font color.

3. On the ribbon, click the **Home** tab.

4. In the Clipboard group, click the **Format Painter** button to activate, or turn on, the Format Painter.

5. Move the Format Painter pointer over the document. The pointer changes to the Format Painter pointer when you move the pointer near an item that can be formatted. Refer to Figure 1–37.

Figure 1–37 Format Painter
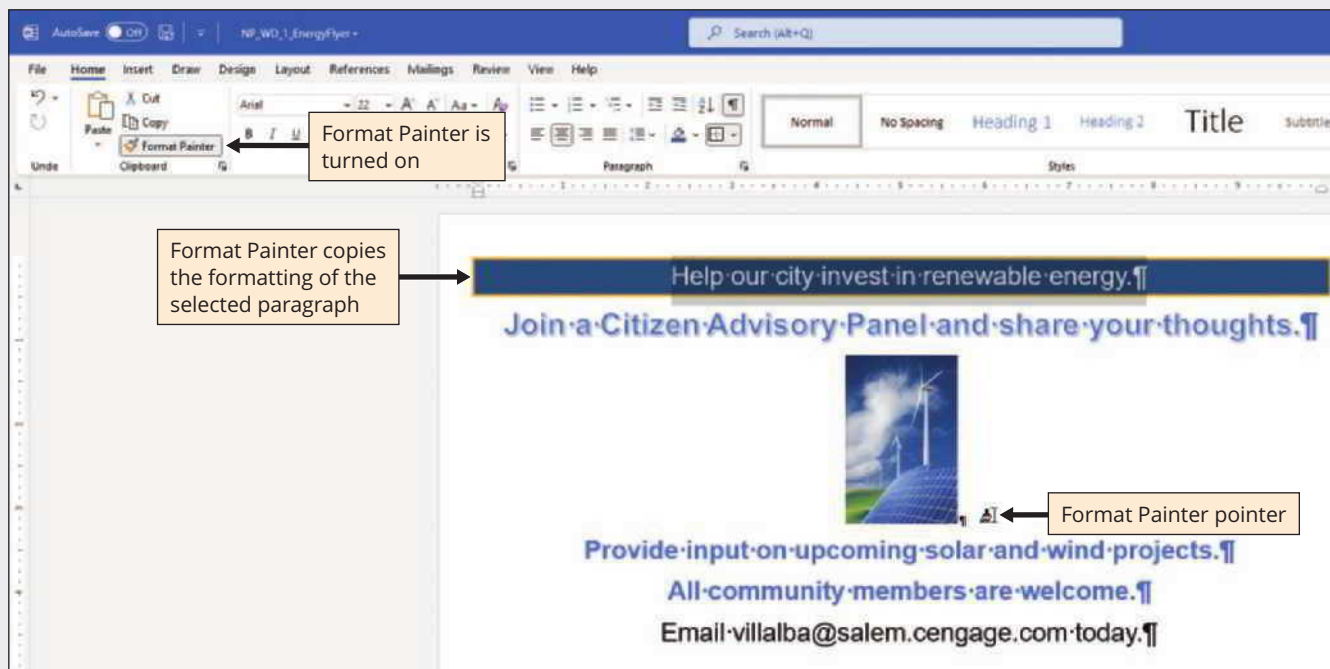
iStock.com/DaveAlan

6. Click and drag the Format Painter pointer to select the last paragraph in the document. The paragraph is now formatted with dark blue shading, a gold border, and white font. The pointer returns to its original I-beam shape.

> **Trouble?** If the text in the newly formatted paragraph wrapped to a second line, replace your last name with your first name, or, if necessary, use only your initials so the paragraph is only one-line long.

> **Tip** To turn off the Format Painter without using it, press ESC.

7. Click anywhere in the document to deselect the text, review the change, and then save the document.

Your next task is to increase the paragraph spacing below the first paragraph and above the last paragraph. This will give the shaded text even more weight on the page. To complete this task, you will use the settings on the Layout tab, which offer more options than the Line and Paragraph Spacing button on the Home tab.

To increase the paragraph spacing below the first paragraph and above the last paragraph:

1. Click anywhere in the first paragraph, and then click the **Layout** tab. On this tab, the Paragraph group contains settings that control paragraph spacing. Currently, the paragraph spacing for the first paragraph is set to the default 0 points before the paragraph and 8 points after.

2. In the Paragraph group, click the **After** box to select the current setting, type **42**, and then press **ENTER**. The added space causes the second paragraph to move down 42 points.

3. Click anywhere in the last paragraph.

4. On the Layout tab, in the Paragraph group, click the **Before** box to select the current setting, type **42**, and then press **ENTER**. The added space causes the last paragraph to move down 42 points.

Insight

Formatting Professional Documents

In more formal documents, use color and special effects sparingly. The goal of letters, reports, and many other types of documents is to convey important information, not to dazzle the reader with fancy fonts and colors. Such elements only serve to distract the reader from your main point, and can make documents difficult for people with dyslexia to read. So generally, it's a good idea to limit the number of colors to two and to stick with left alignment for text. In a document like the flyer you're currently working on, you have a little more leeway because the goal of the document is to attract attention. However, you still want it to look professional.

Next, Leonel wants you to replace the photo with one that will look better in the document's new landscape orientation. You'll replace the photo, and then you'll resize it so that the flyer fills the entire page.

Inserting a Picture and Adding Alt Text

A **picture** is a photo or another type of image that you insert into a document. To work with a picture, you first need to select it. Once a picture is selected, a contextual tab—the Picture Format tab—appears on the ribbon, with options for editing the picture and adding effects such as a border, a shadow, a reflection, or a new shape. A **contextual tab** appears on the ribbon only when an object is selected. It contains commands related to the selected object so that you can manipulate, edit, and format the selected object. You can also use the mouse to resize or move a selected picture. To insert a new picture, you use the Pictures button in the Illustrations group on the Insert tab.

To delete the current photo and insert a new one:

1. Click the photo to select it.

   The circles, called **sizing handles**, around the edge of the photo indicate the photo is selected. The Layout Options button, to the right of the photo, gives you access to options that control how the document text flows around the photo. You don't need to worry about these options now. Finally, note that the Picture Format tab appeared on the ribbon when you selected the photo. Refer to Figure 1–38.

Figure 1–38   Selected photo

Picture Format tab is visible only when the picture is selected

Layout Options button

sizing handles indicate the photo is selected
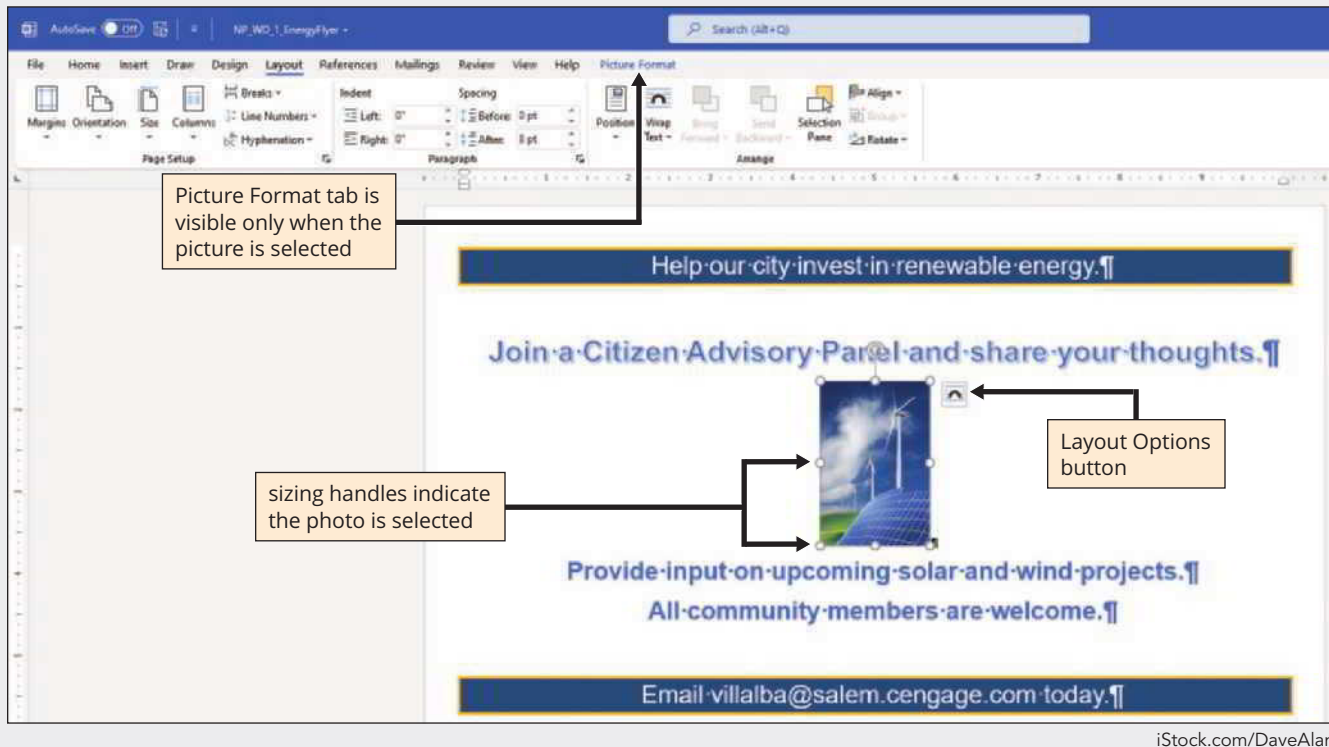
iStock.com/DaveAlan

2. Press **DELETE**. The photo is deleted from the document. The insertion point blinks next to the paragraph symbol.

Now you are ready to insert the new photo in the paragraph containing the insertion point. When you do, you will briefly see a gray box at the bottom of the photo containing a description of the image. This description, which is called **alternative text** (or **alt text**, for short), makes it possible for a screen reader program to read a description of the image aloud. This is useful for people who are blind, visually impaired, or color blind, who would otherwise find it difficult or impossible to see an image. Popular screen reader programs include Freedom Scientific's JAWS and Microsoft Narrator.

Word automatically creates alt text for most photos, although it is often too generic to be really helpful (for example, "Two people"). To refine alt text created by Word so that it accurately describes an image, click the Alt Text button in the Accessibility group on the Picture Format tab. This opens the Alt Text pane, where you can edit the existing alt text. As you become a more experienced Word user, you'll have the chance to create new alt text for charts, tables, and other items. Before you can use automatic alt text, you need to make sure the automatic alt text option is turned on in the Word Options dialog box.

To turn on automatic alt text, insert a new photo, and edit its alt text:

1. Click **File**, and then click **Options** to open the Word Options dialog box with the General tab displayed.

2. In the navigation pane, click **Accessibility**. In the "Automatic Alt Text" section, click the **Automatically generate alt text for me** check box to insert a checkmark, if necessary, and then click **Ok** to close the Word Options dialog box.

3. On the ribbon, click the **Insert** tab. The ribbon changes to display the Insert options.

4. In the Illustrations group, click the **Pictures** button. The Insert Picture From gallery opens.

> **Tip** To swap one picture for another while retaining the formatting and size of the original, right-click the picture, click Change Picture, click From a File, and then select the photo you want to insert.

5. Click **This Device**. The Insert Picture dialog box opens.

6. Navigate to the **Word1 > Module** folder included with your Data Files, and then click **Support_WD_1_Solar.jpg** to select the file. The name of the selected file appears in the File name box.

7. Click the **Insert** button to close the Insert Picture dialog box and insert the photo. An image of a worker adjusting solar panels appears in the document, below the second paragraph. The photo is selected, as indicated by the sizing handles on its border, and the Picture Format tab is displayed. After a pause, a gray box with the text "Alt Text: A picture . . ." appears as shown in Figure 1–39, remains on the screen for about five seconds, and then disappears.

> **Trouble?** Don't be concerned if you don't see the gray box with the alt text. On some small monitors, this text doesn't always appear.

Figure 1–39   Newly inserted photo with alt text visible
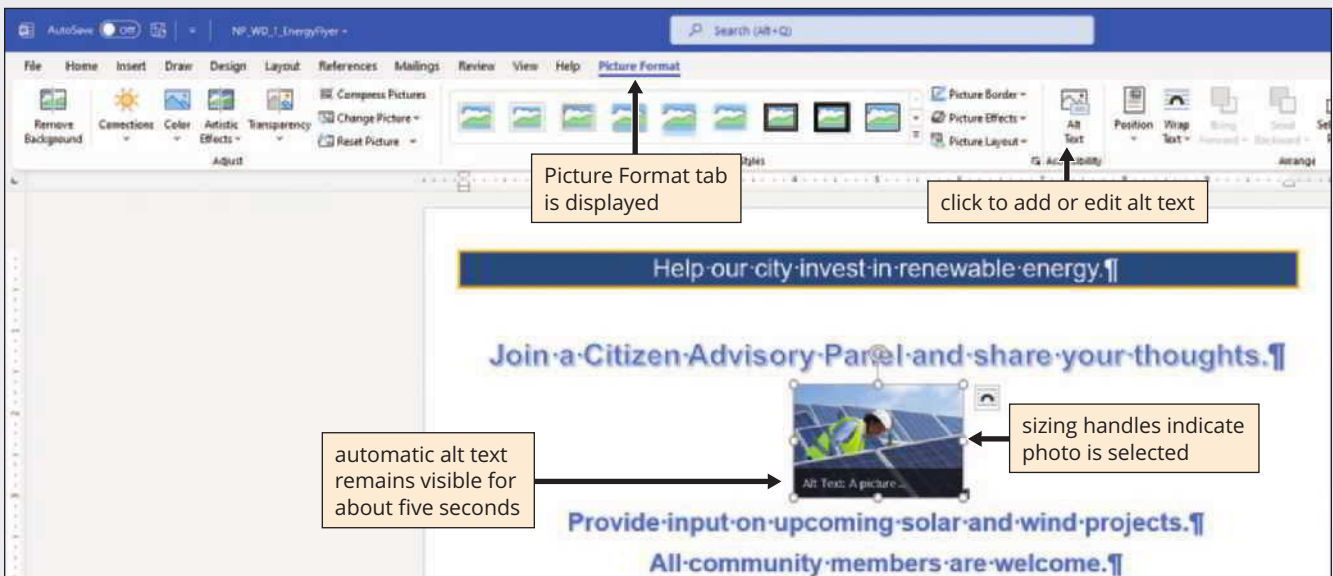
iStock.com/RuslanDashinsky

> **Trouble?** If you see a blue message box explaining how alt text works, click Got It to close the message box.

8. In the Accessibility group on the ribbon, click the **Alt Text** button to display the Alt Text pane, which displays the current alt text, as well as a note indicating the description was automatically generated. Refer to Figure 1–40.

Figure 1–40   Alt Text pane

iStock.com/RuslanDashinsky

alt text automatically generated by Word

description is automatically generated

> **Trouble?** If the Alt Text pane does not contain alt text, click the Generate a description for me button.

> **Trouble?** If you see a blue message box with a message about using multiple panes, click Got It to close the message box.

9. In the Alt Text pane, in the white box, select all the text, including the phrase "Description automatically generated."

10. Type **Worker in a helmet adjusting solar panels** and then click the **Close** button ⊠ to close the Alt Text pane.

> **Tip** For images that require no screen reader narration, you can select the Mark as decorative check box in the Alt Text pane.

Now you need to resize the photo so it fills more space on the page. You could do so by clicking one of the picture's corner sizing handles, holding down the mouse button, and then dragging the sizing handle to resize the picture. But using the Shape Height and Shape Width boxes on the Picture Format tab gives you more precise results.

To resize the photo:

1. Make sure the Picture Format tab is still selected on the ribbon.

2. In the Size group on the far-right edge of the ribbon, locate the Shape Height box, which indicates that the height of the selected picture is currently 1.36". The Shape Width box indicates that the width of the picture is 2.04". As you'll see in the next step, when you change one of these measurements, the other changes accordingly, keeping the overall shape of the picture the same. Refer to Figure 1–41.

Figure 1–41   Shape Height and Shape Width boxes

Shape Height box shows the current height

Shape Width box shows the current width

click the up arrow to increase the picture's height

you could also drag a corner sizing handle to resize the picture
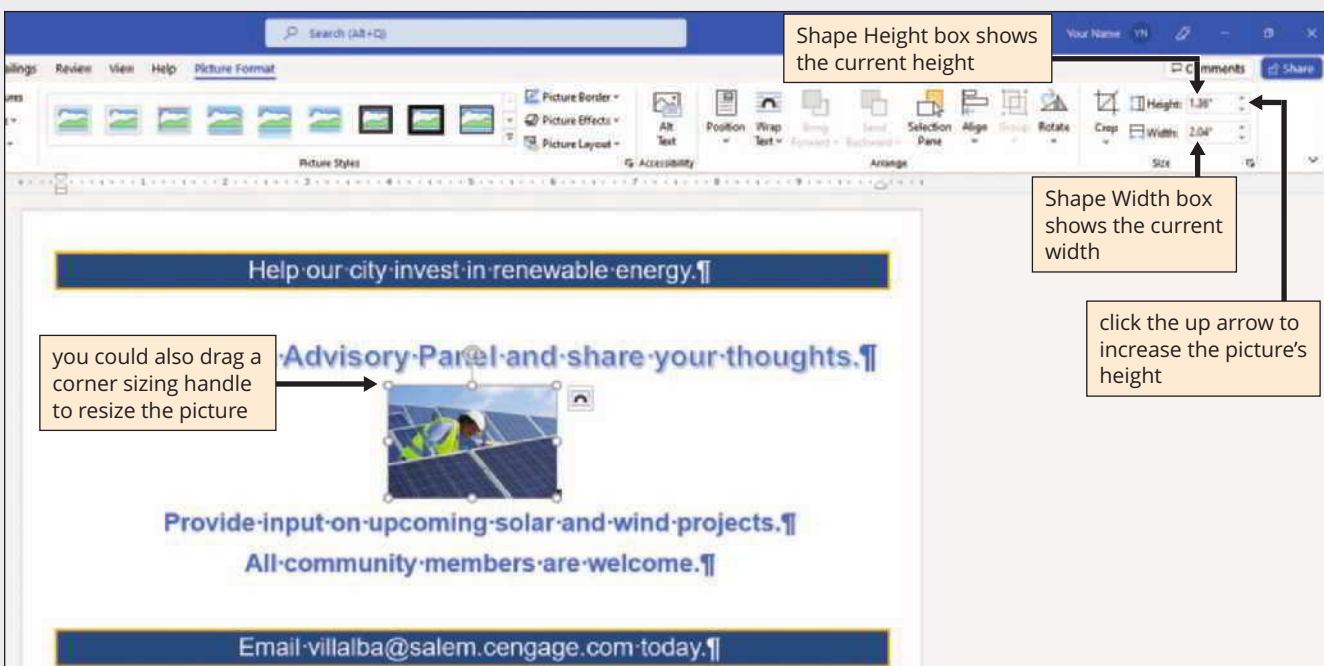
iStock.com/RuslanDashinsky

3. Click the **up arrow** in the Shape Height box in the Size group. The photo increases in size slightly. The measurement in the Shape Height box increases to 1.4", and the measurement in the Shape Width box increases to 2.1".

4. Click the **up arrow** in the Shape Height box repeatedly until the picture is 3.2" tall and 4.8" wide.

Formatting a Picture with a Style

A **picture style** is a collection of formatting options, such as a frame, a rounded shape, and a shadow. You can apply a picture style to a selected picture by clicking the style you want in the Picture Styles gallery on the Picture Format tab. Note that to return a picture to its original appearance, you can click the Reset Picture button in the Adjust group on the Picture Format tab. In the following steps, you'll start by displaying the Picture Styles gallery.

To add a style to the photo:

1. Make sure the Picture Format tab is still selected on the ribbon.

2. In the Picture Styles group, click the **More** button ⊽ to the right of the Picture Styles gallery to open the gallery and display more picture styles. Some of the picture styles simply add a border, while others change the picture's shape. Other styles combine these options with effects such as a shadow or a reflection.

3. Place the pointer over various styles to observe the Live Previews in the document, and then place the pointer over the Drop Shadow Rectangle style, which is the fourth style from the left in the top row in Figure 1–42.

Figure 1–42   Previewing a picture style
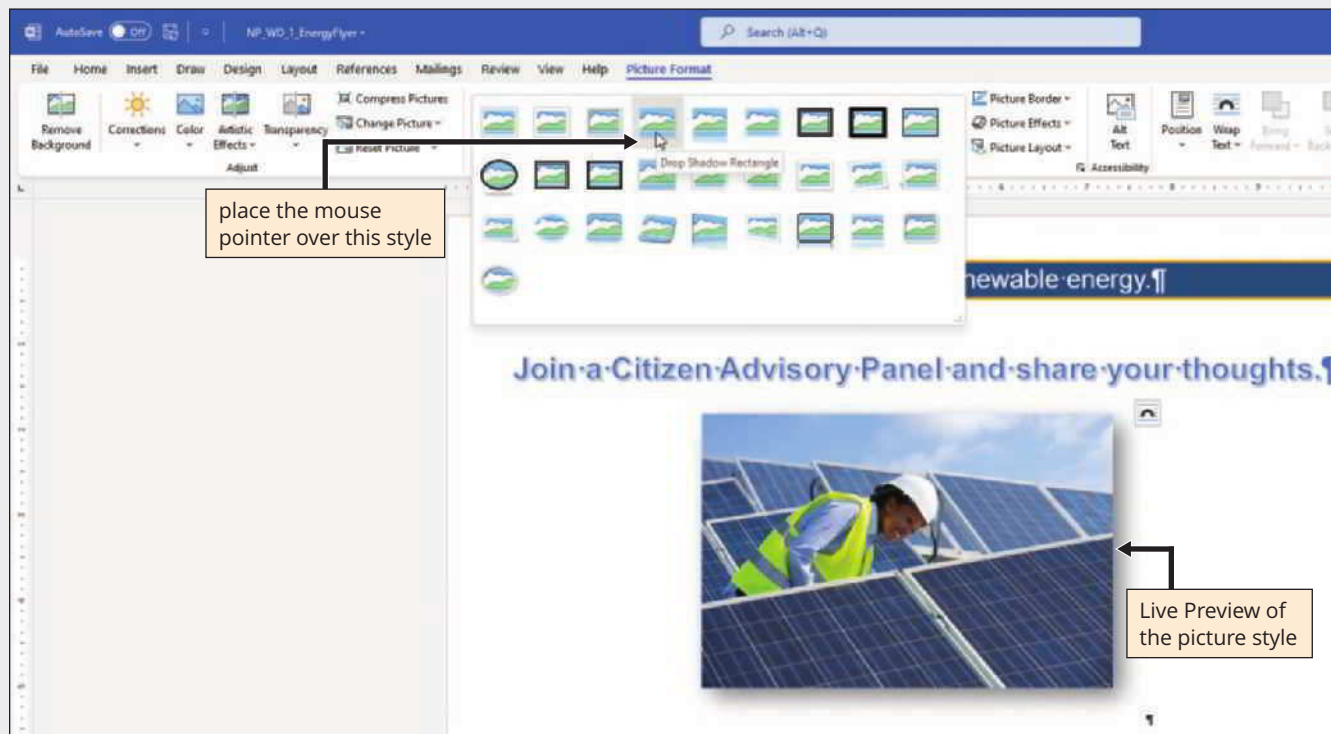
iStock.com/RuslanDashinsky

4. In the gallery, click the **Drop Shadow Rectangle** style to apply it to the photo and close the gallery. The photo is formatted with a shadow on the bottom and right sides, as shown earlier in the Part 1.2 Visual Overview.

> **Tip** To return a picture to its original appearance, click the Reset Picture button in the Adjust group on the Picture Format tab.

5. Click anywhere outside the photo to deselect it, and then save the document.

Insight

Working with Inline Pictures

By default, when you insert a picture in a document, it is treated as an inline object, which means its position changes in the document as you add or delete text. Also, because it is an inline object, you can align the picture just as you would align text, using the alignment buttons in the Paragraph group on the Home tab. Essentially, you can treat an inline picture as just another paragraph.

When you become a more advanced Word user, you'll learn how to wrap text around a picture so that the text flows around the picture—with the picture maintaining its position on the page no matter how much text you add to or delete from the document. The alignment buttons don't work on pictures that have text wrapped around them. Instead, you can drag the picture to the desired position on the page.

To complete the flyer, you need to add a border around the page.

Adding a Page Border

As with a paragraph border, the default style for a page border is a simple black line that forms a box around each page in the document. However, you can choose more elaborate options, including a dotted line, double lines, and, for informal documents, a border of graphical elements, such as stars or trees.

To insert a border around the flyer:

1. On the ribbon, click the **Design** tab.

2. In the Page Background group, click the **Page Borders** button. The Borders and Shading dialog box opens with the Page Border tab displayed. You can use the Setting options on the left side of this tab to specify the type of border you want. Because a document does not normally have a page border, the default setting is None. The Box setting is the most professional and least distracting choice, so you'll select that next.

   It's important to select the Box setting before you select other options for the border. Otherwise, when you click OK, your document won't have a page border, and you'll have to start over.

3. In the Setting section, click the **Box** setting. Selecting this option would add a simple line page border, but Leonel prefers a different line style.

4. In the Style box, scroll down and click the **double-line style**. Now you can select a different line color, just as you did when creating a paragraph border.

5. Click the **Color arrow** to open the Color gallery, and then click the **Blue, Accent 5** square, which is the second to the right square in the top row of the Theme Colors section. The Color gallery closes and the Blue, Accent 5 color is displayed in the Color box. At this point, you could change the line width as well, but Leonel prefers the default setting. Refer to Figure 1–43.

Figure 1–43   Adding a border to the flyer
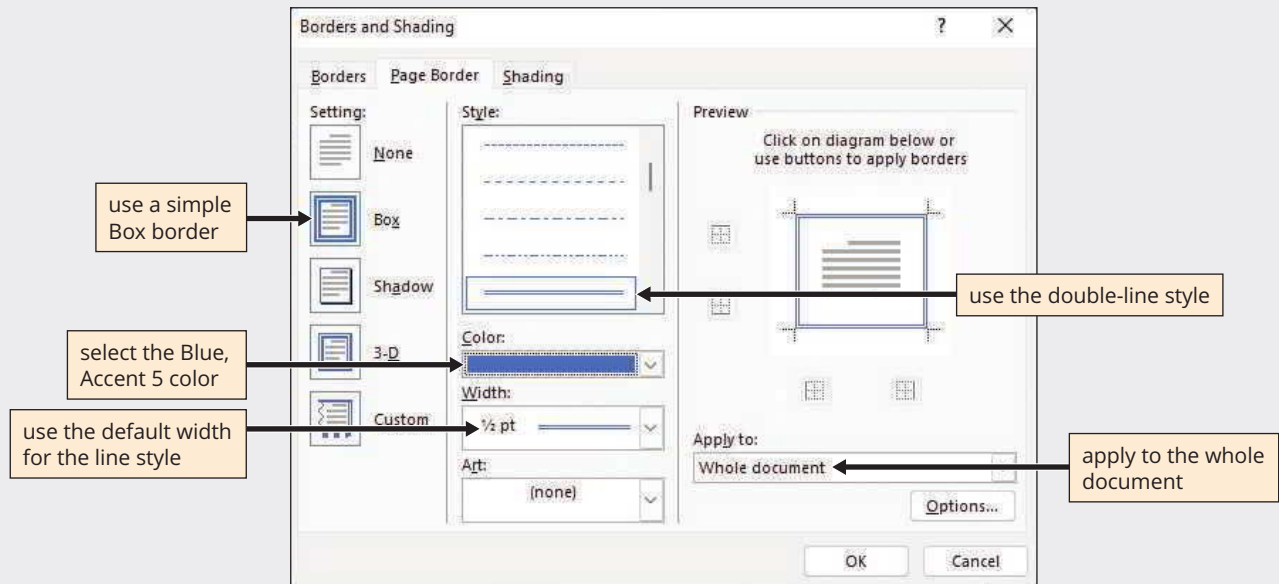
6. In the lower-right corner of the Borders and Shading dialog box, click the **Options** button. The Border and Shading Options dialog box opens.

   By default, the border is positioned 24 points from the edges of the page. If you plan to print your document on an older printer, it is sometimes necessary to change the Measure from setting to Text, so that the border is positioned relative to the outside edge of the text rather than the edge of the page. Alternatively, you can increase the settings in the Top, Bottom, Left, and Right boxes to move the border closer to the text. For most modern printers, however, the default settings are fine.

7. In the Border and Shading Options dialog box, click **Cancel**, and then click **OK** in the Borders and Shading dialog box. The flyer now has a double-line blue border, as shown earlier in the Part 1.2 Visual Overview.

8. Save the document.

9. Close the document without closing Word.

Leonel needs your help with one last task—adding bulleted and numbered lists to a document containing the minutes of the Citizen Advisory Panel's May meeting. After you finish formatting the document, Leonel can make the minutes available to the public through the department's website.

Creating Bulleted and Numbered Lists

A **bulleted list** is a group of related paragraphs with a black circle or other character to the left of each paragraph. For a group of related paragraphs that have a particular order (such as steps in a procedure), you can use consecutive numbers instead of bullets to create a **numbered list**. If you insert a new paragraph, delete a paragraph, or reorder the paragraphs in a numbered list, Word adjusts the numbers to make sure they remain consecutive.

Proskills

Written Communication: Organizing Information in Lists

Bulleted and numbered lists are both great ways to draw the reader's attention to information. But it's important to know how to use them. Use numbers when your list contains items that are arranged by priority in a specific order. For example, in a document reviewing the procedure for performing CPR, it makes sense to use numbers for the sequential steps. Use bullets when the items in the list are of equal importance or when they can be accomplished in any order. For example, in a resume, you could use bullets for a list of professional certifications.

To add bullets to a series of paragraphs, you use the Bullets button in the Paragraph group on the Home tab. To create a numbered list, you use the Numbering button in the Paragraph group instead. Both the Bullets button and the Numbering button have arrows you can click to open a gallery of bullet or numbering styles.

Leonel asks you to add two bulleted lists and a numbered list to the minutes of the last meeting of the Citizen Advisory Panel.

To apply bullets to paragraphs:

1. Open the document **NP_WD_1-2.docx** located in the Word1 > Module folder, and then save the document as **NP_WD_1_Meeting** in the location specified by your instructor.

2. Verify that the document is displayed in Print Layout view and that the rulers and nonprinting characters are displayed. Make sure the Zoom level is set to **120%**.

3. On page 1, select the complete list of members in attendance, starting with Jada Carter and concluding with Darius Holmes.

4. On the ribbon, click the **Home** tab, if necessary.

5. In the Paragraph group, click the **Bullets** button ☷ . Black circles appear as bullets before each item in the list. Also, the bulleted list is indented, and the paragraph spacing between the items is reduced.

After reviewing the default, round bullet in the document, Leonel decides he would prefer square bullets.

6. In the Paragraph group, click the **Bullets arrow** ⊞⌄. A gallery of bullet styles opens. Refer to Figure 1–44.

Figure 1–44   Bullets gallery
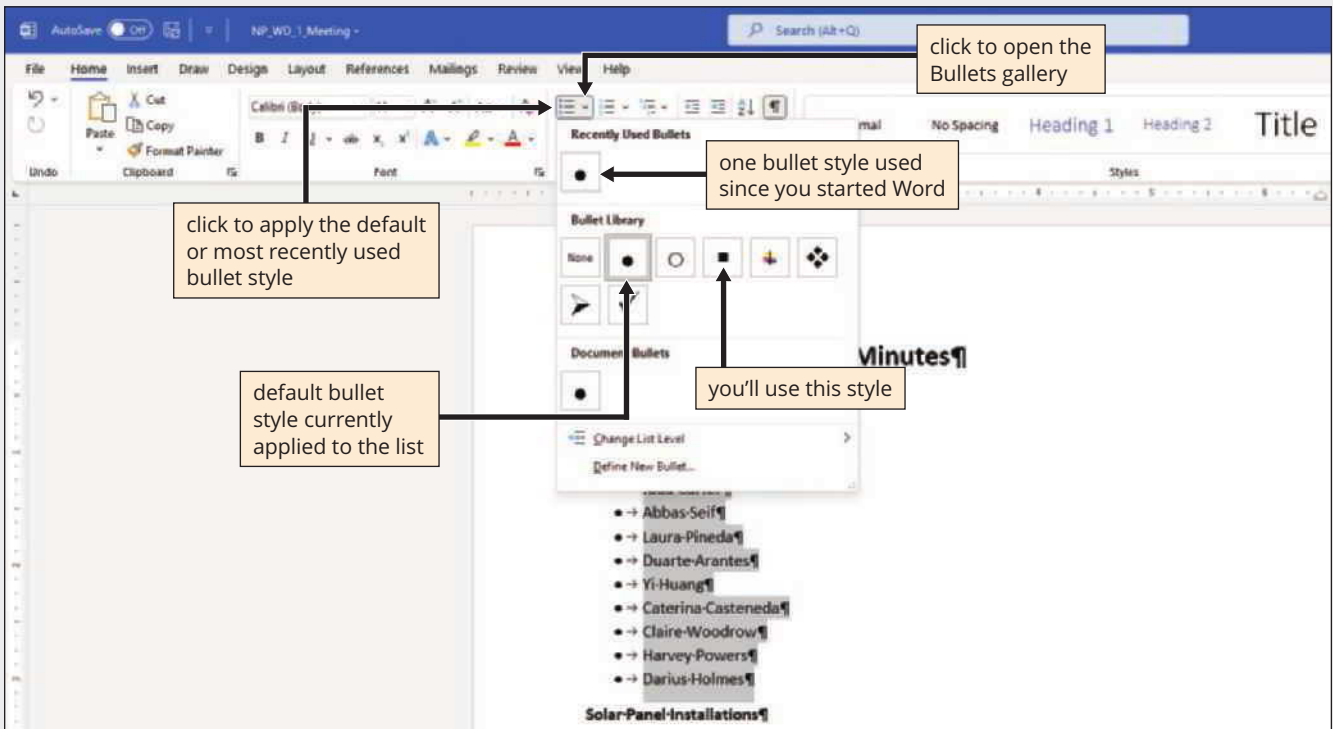
The Recently Used Bullets section appears at the top of the gallery of bullet styles; it displays the bullet styles that have been used since you started Word, which, in this case, is just the round black bullet style that was applied by default when you clicked the Bullets button. The **Bullet Library**, which offers a variety of bullet styles, is shown below the Recently Used Bullets. To create your own bullets from a picture file or from a set of predesigned symbols including diamonds, hearts, or Greek letters, click Define New Bullet, and then click Symbol or Picture in the Define New Bullet dialog box.

7. Move the pointer over the bullet styles in the Bullet Library to display a Live Preview of the bullet styles in the document. Leonel prefers the black square style.

8. In the Bullet Library, click the **black square**. The round bullets are replaced with square bullets.

Next, you need to format the list of information about solar panel installations with square bullets. When you first start Word, the Bullets button applies the default, round bullets you saw earlier. But after you select a new bullet style, the Bullets button applies the last bullet style you used. So, to add square bullets to the lead-reduction programs list, you just have to select the list and click the Bullets button.

To add bullets to the list of information about solar panel installations:

1. Scroll down in the document and select the paragraphs related to information about solar installations, starting with "Feasibility study and cost analysis" and ending with "Workshop 2: Long-term Cost Savings for Taxpayers."

2. In the Paragraph group, click the **Bullets** button ⊞. The list is now formatted with square black bullets.

The list is finished except for one issue. Below "Public workshops co-sponsored with the mayor's office" are two subordinate items listing the workshop titles. However, that's not clear because of the way the list is currently formatted.

To clarify this information, you can use the Increase Indent button in the Paragraph group to indent the last two bullets. When you do this, Word inserts a different style bullet to make the indented paragraphs visually subordinate to the bulleted paragraphs above.

To indent the last two bullets:

1. Select the two paragraphs containing the workshop titles.

2. In the Paragraph group, click the **Increase Indent** button ⊒≡ . The two paragraphs move to the right, and the black square bullets are replaced with open circle bullets. Note that to remove the indent from selected text, you could click the Decrease Indent button in the Paragraph group.

Next, you will format the agenda for the next meeting as a numbered list.

To apply numbers to the list of agenda items:

1. Scroll down, if necessary, until you can see the last paragraph in the document.

2. Select all the paragraphs below the "Agenda for Next Meeting" heading, starting with "Opening remarks, public comments, and minutes" and ending with "Report on upcoming projects . . . ."

3. In the Paragraph group, click the **Numbering** button ≔ . Consecutive numbers appear in front of each item in the list. Refer to Figure 1–45.

Figure 1–45   Numbered list
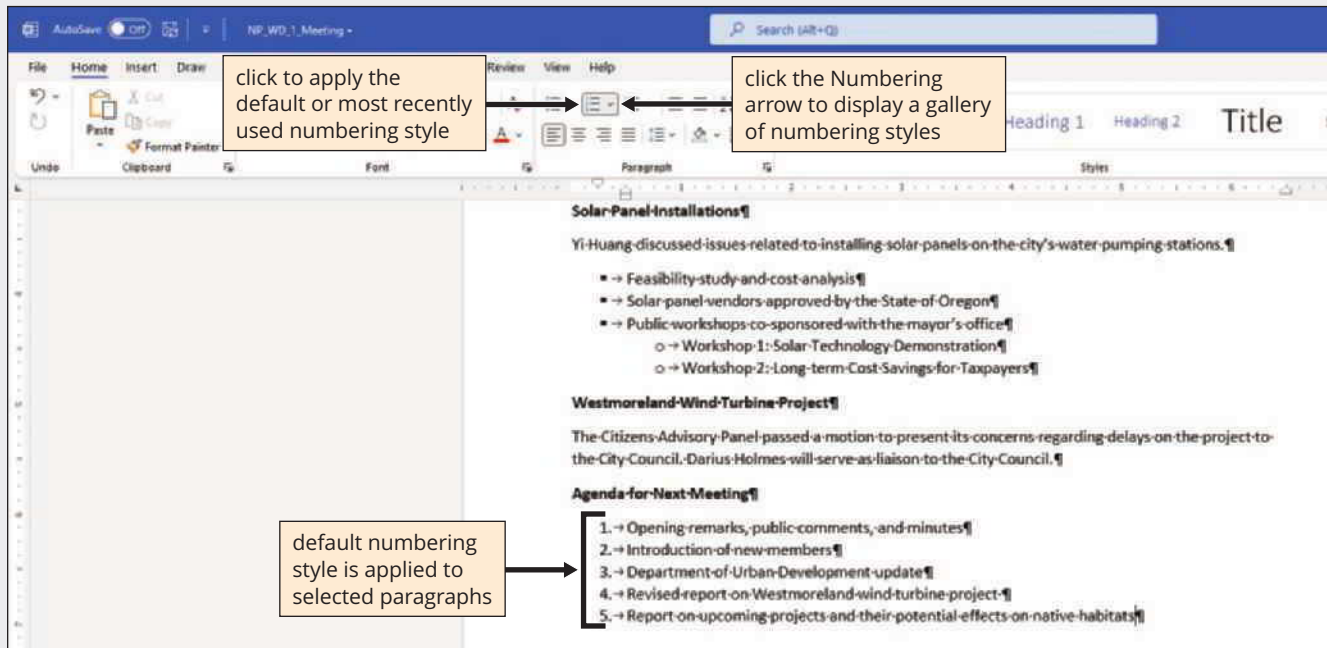
4. Click anywhere in the document to deselect the numbered list.

5. sam⬆ Save the document.

As with the Bullets arrow, you can click the Numbering arrow, and then select from a library of numbering styles. You can also indent paragraphs in a numbered list to create an outline, in which case the indented paragraphs will be preceded by lowercase letters instead of numbers. To apply a different list style to the outline (for example, with Roman numerals and uppercase letters), select the list, click the Multilevel List button in the Paragraph group, and then click a multilevel list style. Keep in mind that you can always add items to a bulleted or numbered list by moving the insertion point to the end of the last item in the list and pressing ENTER. The Bullets button is a **toggle button**, which means you can click it to add or remove bullets from selected text. The same is true of the Numbering button.

The document is complete and ready for Leonel to post to the department's website. Because Leonel is considering creating a promotional brochure that would include numerous photographs, he asks you to look up more information about inserting pictures. You can do that using Word Help.

Getting Help

To get the most out of Word Help, your computer must be connected to the Internet so it can access the reference information stored at Microsoft365.com. The quickest way to look up information is to use the Search box on the ribbon. You can also use the Search box to quickly access Word features.

Tip To display a menu of recent and suggested Help topics, click the Search box and wait for the menu to appear.

To look up information in Word Help:

1. Verify that your computer is connected to the Internet, and then, on the ribbon, click the **Search** box, and type **insert picture**. A menu of Help topics related to inserting pictures opens. You could click one of the items in the top part of the menu to access the relevant dialog box, menu, or other Word tool. For example, you could click Insert Picture to open the Insert Picture dialog box. Refer to Figure 1–46.

Figure 1–46   Word Help menu

start by typing a topic here

you might see different menu items on your computer

click to open the Search pane with links to online articles and videos

click one of these options to access the relevant dialog box, menu, or other Word tool
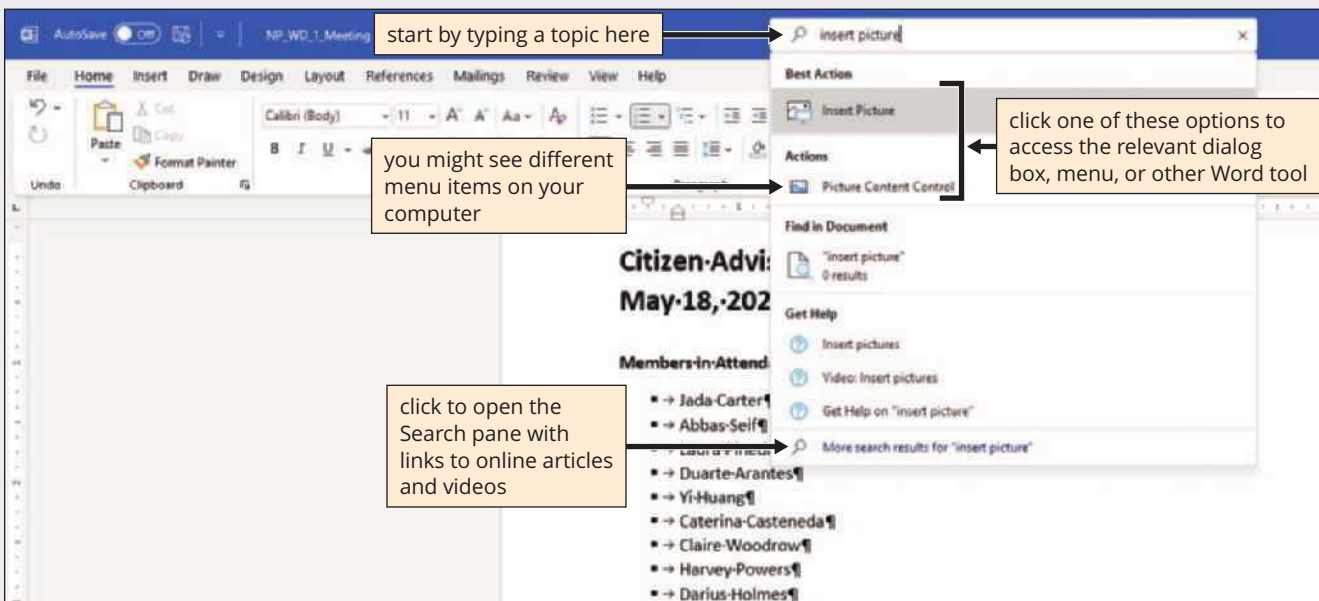
Tip To search the web for information on a word or phrase in a document, select the text, click the References tab, and then click the Search button in the Research group.

2. Click **More search results for "insert picture"** at the bottom of the menu. The Search pane opens with links to Help articles, definitions, and videos from Microsoft365.com as well as other items from the web. You might also see a list of files on your computer containing the phrase "insert picture." You could click any of the links in the search results to open the relevant article in a browser window.

3. Scroll down in the Search pane to read all the information. Note that you can type a new word or phrase in the text box at the top of the Search pane and then press **ENTER** to look up information on other topics.

4. Click the **Close** button ☒ in the upper-right corner to close the Search pane.

5. Click the **File** tab, and then click **Close** in the navigation pane to close the document without closing Word.

Word Help is a great way to learn about and access Word's many features. Articles and videos on basic skills provide step-by-step guides for completing tasks, while more elaborate, online tutorials walk you through more complicated tasks. Be sure to take some time on your own to explore Word Help so you can find the information and features you want when you need it.

Part 1.2 Quick Check

1. Explain how to accept a grammar correction suggested by the Editor pane.

2. What orientation should you choose if you want your document to be narrower than it is wide?

3. What is the default font size?

4. Explain how to copy formatting from one paragraph to another.

5. What is the default text alignment?

6. Explain two important facts about a picture inserted as an inline object.

7. What are two uses for the Search box on the Ribbon?

Practice: Review Assignments

Data Files needed for the Review Assignments: NP_WD_1-3.docx, NP_WD_1-4.docx, Support_WD_1_House.jpg

Leonel asks you to write a cover letter to Nick Thorstad at the Iris Hill Neighborhood Center to accompany a pamphlet on heat pumps, an affordable form of alternative energy that will be discussed in an upcoming workshop for homeowners. After that, he wants you to create an envelope for the letter, and then format a flyer announcing free educational tours of solar panel installations in the Salem area. Finally, he needs you to add bulleted and numbered lists to the minutes for the Citizen Advisory Panel's July meeting. Change the Zoom level as necessary while you are working. Complete the following steps:

1. Open a new, blank document and then save the document as **NP_WD_1_ThorstadLetter** in the location specified by your instructor.

2. Type the date **February 15, 2029** using AutoComplete for "February."

3. Press ENTER twice, and then type the following inside address, using the default paragraph spacing and pressing ENTER once after each line:

   Nick Thorstad

   Iris Hill Neighborhood Center

   2500 Hannah Lane

   Salem, OR 97309

4. Type **Dear Nick:** as the salutation, press ENTER, and then type the following two paragraphs as the body of the letter:

   Enclosed you will find the heat pump pamphlet we discussed. I hope the homeowners taking part in your alternative energy workshop find this information useful. Additional information about heat pumps is available at www.energy.salem.cengage.com.

   Keep in mind that we also offer free educational tours of local solar panel installations. We can accommodate groups as large as thirty.

5. Press ENTER, type **Sincerely yours,** as the complimentary closing, press ENTER three times, type **Leonel Villalba** as the signature line, insert a manual line break, and type **Communications Director** as his title.

6. Press ENTER, type your initials, insert a manual line break, and then use the Undo button to make your initials all lowercase, if necessary.

7. Type **Enclosure** and save the document.

8. Scroll to the beginning of the document and proofread your work. Remove any wavy underlines by using a shortcut menu or by typing a correction yourself. Remove the hyperlink formatting from the web address.

9. Remove the paragraph spacing from the first three lines of the inside address.

10. Change the top margin to 2.75 inches. Leave the other margins at their default settings.

11. Save your changes to the letter, preview it, print it if your instructor asks you to, and then close it.

12. Create a new, blank document, and then create an envelope. Use Nick Thorstad's address (from Step 3) as the delivery address. Use your school's name and address for the return address. Add the envelope to the document. If you are asked if you want to save the return address as the new return address, click No.

13. Save the document as **NP_WD_1_ThorstadEnvelope** in the location specified by your instructor, and then close the document.

14. Open the document **NP_WD_1-3.docx**, located in the Word1 > Review folder included with your Data Files, and then check your screen to make sure your settings match those in the module.

15. Save the document as **NP_WD_1_SolarFlyer** in the location specified by your instructor.

16. Use the Recheck Document button in the Word Options dialog box, and then use the Editor pane to correct any errors. Ignore any items marked as errors that are in fact correct, and accept any suggestions regarding clarity and conciseness. If the Editor pane does not give you the opportunity to correct all the errors marked in the document, close the Editor pane and correct the errors using shortcut menus or by typing directly in the document.

17. Proofread the document and correct any other errors. Be sure to change "Today" to "**today**" in the last paragraph.

18. Change the page orientation to Landscape and the margins to Narrow.

19. Format the document text in 22-point Times New Roman font.

20. Center the text and the photo.

21. Format the first paragraph with an outside border using the default style, and change the border color to Green, Accent 6, and the border width to 1½ pt. Add blue shading to the paragraph, using the Blue, Accent 5 color in the Theme Colors section of the Shading gallery. Format the paragraph text in White, Background 1.

22. Format the last paragraph in the document using the same formatting you applied to the first paragraph.

23. Increase the paragraph spacing after the first paragraph to 42 points. Increase the paragraph spacing before the last paragraph in the document to 42 points.

24. Format the second paragraph with the Fill: Blue, Accent color 1; Shadow text effect. Add bold and increase the paragraph's font size to 24 points.

25. Format the text in the third and fourth paragraphs (the first two paragraphs below the photo) using the Blue, Accent 5 font color, and then add bold and italic.

26. Delete the photo and replace it with the **Support_WD_1_House.jpg** photo, located in the Word1 > Review folder.

27. Delete the existing alt text and the text indicating that the description was automatically generated, if necessary, and then type **Solar panels on a white house**. (Do not include the period after "house.")

28. Resize the new photo so that it is 3.8" tall, and then add the Soft Edge Rectangle style in the Pictures Styles gallery.

29. Add a page border using the Box setting, a double-line style, the default width, and the Green, Accent 6 color.

30. Save your changes to the flyer, preview it, and then close it.

31. Open the document **NP_WD_1-4.docx**, located in the Word1 > Review folder, and then check your screen to make sure your settings match those in the module.

32. Save the document as **NP_WD_1_MinutesJuly** in the location specified by your instructor.

33. Format the list of members in attendance as a bulleted list with square bullets, and then format the list of home-heating initiatives with square bullets (starting with "Rebate offered to . . ." and ending with "Workshop 2: Accessing Wind-Generated Power"). Indent the paragraphs for Workshop 1 and Workshop 2 so they are formatted with open circle bullets.

34. Format the five paragraphs below the "Agenda for Next Meeting" heading as a numbered list.

35. Use Search bar in the Ribbon to look up the topic **work with pictures**. Review the results in the Search pane, and then close the Search pane.

Apply: Case Problem 1

There are no Data Files needed for this Case Problem.

Paulson and Steel Real Estate You are an administrative assistant at Paulson and Steel Real Estate, in Rockford, Illinois. One of your company's agents recently sold a retail building, and you need to forward an extra key to the new owner. Create a cover letter to accompany the key by completing the following steps. Because your office is currently out of letterhead, you'll start the letter by typing a return address. As you type the letter, remember to include the appropriate number of blank paragraphs between the various parts of the letter. Complete the following steps:

1. Open a new, blank document, and then save the document as **NP_WD_1_Saelim** in the location specified by your instructor. If necessary, change the Zoom level to 120%.

2. Type the following return address, using the default paragraph spacing and replacing [Your Name] with your first and last names:

 [Your Name]

 Paulson and Steel Real Estate

 5388 Pomona Avenue, Suite 3

 Rockford, IL 61016

3. Type **November 16, 2029** as the date, leaving a blank paragraph between the last line of the return address and the date.

4. Type the following inside address, using the default paragraph spacing and leaving the appropriate number of blank paragraphs after the date:

 Mali Saelim

 Drucker Commercial Properties

 1021 Ash Avenue

 Belvidere, IL 61008

5. Type **Dear Ms. Saelim:** as the salutation.

6. To begin the body of the letter, type the following two paragraphs: **Please find enclosed the second key for the retail building you recently purchased at 534 Langley Road. This is the key we used for showing the building, and I can confirm that we kept it secure at all times.**

 I also wanted to remind you that, at the closing, the previous owner made these maintenance suggestions:

7. Add the following as separate paragraphs, using the default paragraph spacing:

 Use sidewalk salt to keep the front entrance free of ice during the winter.

 Clean the siding with a 2% bleach solution every fall.

 Replace the basement furnace filter twice a year.

 If you have any questions about your property, feel free to email me at admin@paulsonsteel. cengage.com.

8. Insert a new paragraph after the last paragraph, and then type the complimentary closing **Sincerely,** (including the comma).

9. Leave the appropriate amount of space for your signature, type your full name, insert a manual line break, and then type **Administrative Assistant**.

10. Type **Enclosure** in the appropriate place.

11. Remove the hyperlink formatting from the email address.

12. Use the Editor pane to correct any errors. Ignore any items marked as errors that are in fact correct (such as the last name "Saelim"), and ignore any suggestions regarding clarity and conciseness. If the Editor pane does not give you the opportunity to correct all the errors marked in the document, close the Editor pane and correct the errors using shortcut menus or by typing directly in the document.

13. Italicize the three paragraphs containing the maintenance suggestions (beginning with "Use sidewalk salt…" and ending with "Replace the basement furnace filter twice a year.").

14. Format the list of three maintenance suggestions as a bulleted list with square bullets.

15. Remove the paragraph spacing from the first three lines of the return address. Do the same for the first three paragraphs of the inside address.

16. Center the four paragraphs containing the return address, format them in 16-point Calibri, and then add the Fill: Black, Text color 1; Shadow text effect.

17. Deselect any selected text, and then create an envelope in the current document. Use Mali Saelim's address (from Step 4) as the delivery address. Edit the delivery address as necessary to remove any incorrect text. Use the return address shown in Step 2. Add the envelope to the NP_WD_1_Saelim. docx document. If you are asked if you want to save the return address as the default return address, click No.

18. Save the document, preview it, and close it.

Challenge: Case Problem 2

Data Files needed for this Case Problem: NP_WD_1-5.docx, Support_WD_1_Produce.jpg

Verona Health Cooperative You work as a marketing coordinator for Verona Health Cooperative. You need to create a flyer promoting a series of nutrition talks planned for November. Complete the following steps:

1. Open the document **NP_WD_1-5.docx** located in the Word1 > Case2 folder included with your Data Files, and then save the document as **NP_WD_1_Nutrition** in the location specified by your instructor.

2. In the document, replace "Student Name" with your first and last names.

3. Use the Editor pane to correct any errors, including adding a comma after the word "activity." Instruct the Editor pane to ignore your name if Word marks it with a wavy underline. If the Editor pane does not give you the opportunity to correct all the errors marked in the document, close the Editor pane and correct the errors using shortcut menus or by typing directly in the document.

4. Change the page margins to Narrow.

5. Complete the flyer as shown in Figure 1–47. Use the photo **Support_WD_1_Produce.jpg** located in the Word1 > Case2 folder. Use the default line spacing and paragraph spacing unless otherwise specified in Figure 1–47.

Figure 1–47   Formatted Verona Health Cooperative flyer

- 36-point Arial
- Green, Accent 6, Darker 25% font color
- bold
- center alignment
- default paragraph spacing

- 28-point Times New Roman
- Green, Accent 6, Darker 25% font color
- bold
- right-aligned
- 30 points of paragraph spacing before the first paragraph and after the third paragraph
- no paragraph spacing after the first two paragraphs

- 24-point Arial
- box border in the Green, Accent 6, Lighter 80% color and 6-point width
- Green, Accent 6, Darker 25% shading
- White, Background 1 font color
- center alignment
- default paragraph spacing

- center alignment
- 3.5 inches by 5.65 inches
- Simple Frame, White picture style

- same formatting as the second paragraph
- 24 points of spacing before the paragraph
- manual line break, if necessary, to keep the area code on the same line as the rest of the phone number

iStock.com/AlexRaths

6. If necessary, delete the existing alt text and the text indicating that the description was automatically generated, and then type **A picture of fresh fruits and vegetables.**

7. Save the document, preview it, and then close it.

Navigating and Formatting a Document

Editing an Academic Document According to MLA Style

Case: La Crosse Community College

Serena Rossi, a student at La Crosse Community College, is doing a student internship at Moraine Mortgage. She has written a handout that explains the process of getting a mortgage, and has asked you to help finish it. The text needs some reorganization and other editing, as well as some formatting so the finished document looks professional and is easy to read.

Serena is also taking a liberal arts class and is writing a research paper on ancient architecture. To complete the paper, she needs to follow a specific set of formatting and style guidelines, known as the MLA style for research papers.

Serena has asked you to help her edit these two very different documents. In Part 2.1, you will review and respond to some comments in the handout and then revise and format that document. In Part 2.2, you will review the MLA style and then format Serena's research paper to match the MLA specifications.

Objectives

Part 2.1
- Read, reply to, delete, and add comments
- Move text using drag and drop
- Cut and paste text
- Copy and paste text
- Navigate through a document using the Navigation pane
- Find and replace text
- Format text with styles

Part 2.2
- Format an MLA-style research paper
- Indent paragraphs
- Insert and modify page numbers
- Create footnotes and endnotes
- Create citations
- Create and update a bibliography
- Modify a source

Starting Data Files: Word2

Module	Case1
NP_WD_2-1.docx	NP_WD_2-5.docx
NP_WD_2-2.docx	**Case2**
Review Assignments	NP_WD_2-6.docx
NP_WD_2-3.docx	
NP_WD_2-4.docx	